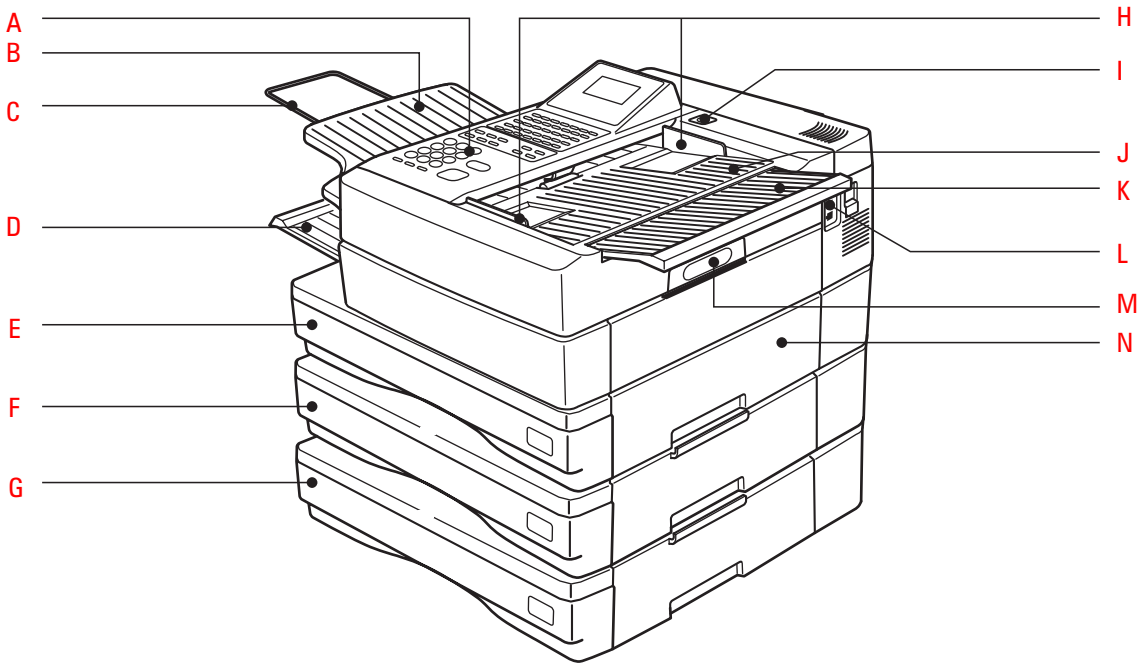
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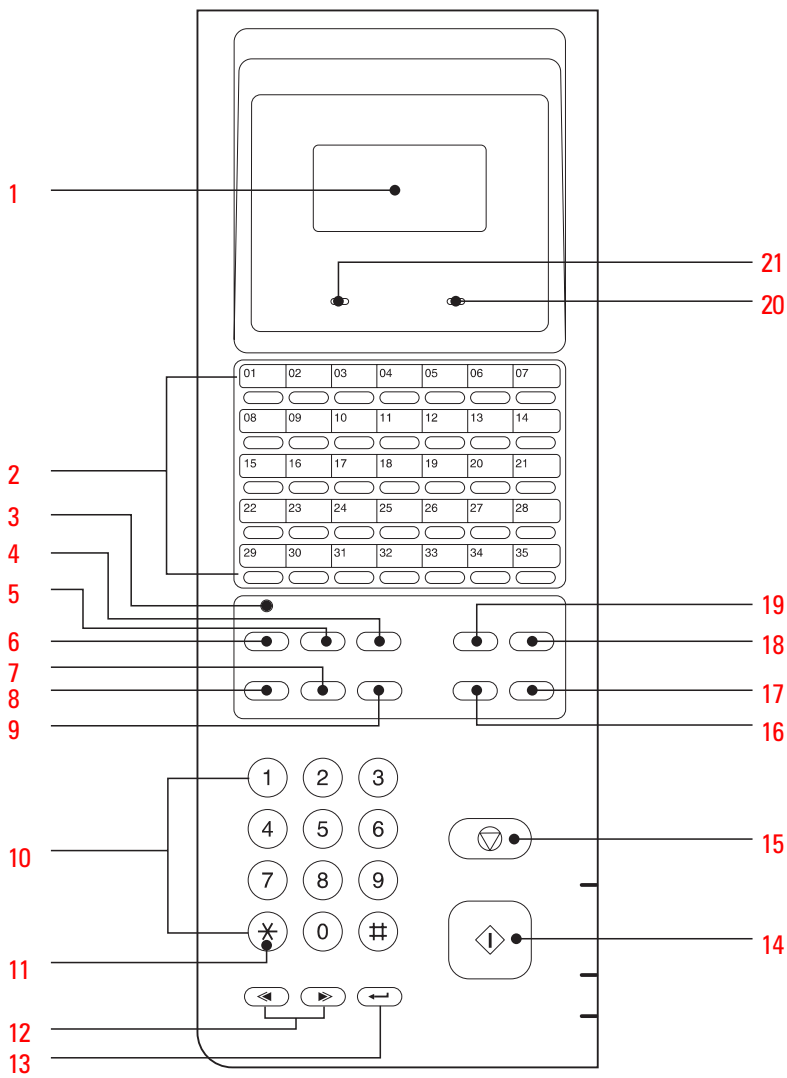
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7 8 9
0

Welcome to your fax machine

A Control panel

B Exit document tray

C Exit document extension tray

D Recording paper tray

E Recording paper cassette

F Recording paper cassette

G Recording paper cassette

H Document guides

I Control panel release button

J Document tray

K Extension of document tray

L Telephone connection

M Top cover release button

N Side cover

1 **LCD DISPLAY**
Displays indications about the operating modes of your fax machine. Your control monitor for all function settings.

2 **ONE TOUCH DIALLING KEYS**
Sends documents at the push of a button. You can also store special functions and programmes here.

3 **MEMORY LED**
Indicates that all documents will be read in memory.

4 **MULTI KEY**
To create a group consisting of one touch dialling, ABB. dialling and manual dialling numbers.

5 **PRIORITY TX**
Your transmission will handled with higher priority.

6 **MEMORY TX KEY**
Switches the above described feature off/on. Use this function if "MEMORY FULL" is displayed.

7 **REDIAL / PAUSE**
Activates the last number dialled, inserts a dialling pause.

8 **ABB. DIAL /ALPHABET**
Press this key in order to select a stored alphabet dial number or a name.

9 **COPY/JOURNAL**
Makes a copy of your original or prints a journal without an original.

10 **DIAL KEYPAD**
Used for entering telephone numbers or selecting characters.

"*" and "#" KEY
For directory-searching the other party.

11 **(*) KEY**
To access to an public line when this machine is connected to PABX.

12 **MENU KEYS**
With these keys, you call up the menus on the LCD display.
▶ starts the first menu display.
Press again for the next menu display.
◀ calls up the previous menu.

13 **ENTER KEY**
Press this key if you wish to confirm a selected menu item.

14 **START KEY**
Initiates the sending and receiving options.

15 **RESET KEY**
Clears error messages and terminates input.

16 **RESOLUTION KEY**
Press this key to change the resolution according to the document.

17 **CONTRAST**
Adjust the contrast of your document.

18 **CHAIN DIAL**
Press this key to add additional memory for storing extened fax numbers.

19 **MONITOR / CALL KEY**
Activates the loudspeaker for listening-in to the call establishment procedure. Press this key if you wish to ask the receiver to speak to you after fax transmission.

20 **ALARM LED**
Flashes when a machine error occurs.

21 **LINE LED**
Flashes or lights up when the fax machine connects to the line or is transmitting or receiving.

Contents

Preparation

Unpacking 4
Connection to the mains 4
How to insert the recording paper: 5
How to install the exit paper tray: 5
To make a good impression:
the toner pack 6
How to install the process unit 6

Installation

The Menu-system 8
Set language 9
Enter user name 10
Enter terminal ID 11
Setting dialling method 12
Connection to PABX,
obtaining a public line 13
Set date and time 14

Reception of documents

Set standby mode 15
Automatic reception 15
Manuel reception 15
Junk mail 17
Local copy 20
Memory reception 20
Interrupt reception 21

Transmit documents

Document format 22
Stack mode 23
Useful job-management 23
Important transmission 24
Direct transmission 24
Automatic fax messages 25
Transmission using alpha dial 26
Transmission one-touch dial 26
Transmission directory dial 27
Monitoring 28
Set resolution 29
Set contrast 30
Redial 30
Delayed transmission 31
Single multi-address transmission 32
Stored broadcast 33
Chain dialling operation 34
Delayed polling 35
Delayed multi polling 38
Reserve polling 40
Options 41
Resend (retained job) 42
Delete transmission from stack 43
Canceling a transmission 45

Store numbers

Alphabet dial memory 46
Delete ABB numbers 48
Modify ABB numbers 49
One-touch dial keys 50
Define groups 53
Programming one-touch keys 54

Report prints

Menu List 56
Activate printing report 56
Transmission report 57
Multi-adress transmission Report 57
Transmission and reception journal 58
The dial number lists 59
Jobs in progress 59
Department list 59
The function list 60
Individual report setting 61
Journal Settings 63

Advanced settings

Set transmission header position 64
Reception header 65
Collated Print 66
Multi Copy 67
Retain jobs 68
Department code 69
Modify or delete a department 70
Cancel department code 71
Home position 72
Memory expansion 73
Power Saver 73
Optional stamp function 74
Optional paper cassette 74

Possible problems

Error messages in the Display 75
Error codes in journal 76
Transmission problems 77
Receiving problems 78
Cleaning document scanner 79
Document jam 79
How to clear a recording paper jam 80
Filling the stamp ink 80
Remote maintenance (COMLINE) 81
Connection to PABX 81

UK Connection information

UK Connection information 82

Index

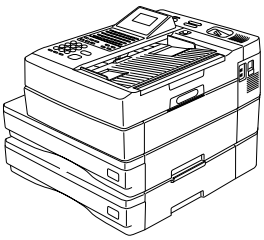
Index 83

Preparation

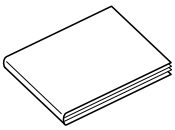
Unpacking

When unpacking your machine, please check that all parts shown here are present and in perfect condition.

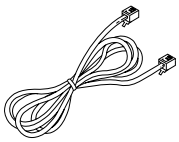
1. Fax machine



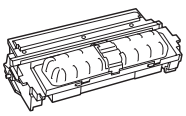
2. User manual



3. Powercable



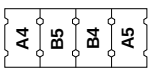
4. Process unit with toner



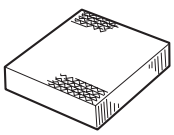
5. Fixer cleaner

6. Exit document tray

7. Recording paper indicator



8. Ozone filter



The correct location
for your fax machine is easily found:

- near a 230 V AC socket*,
- near a telefphone connection, ideally with a single line reserved for your fax machine.

* No other equipment with high power consumption (such as a photocopier) or equipment which generates electrical noise (such as a radio, computer, radio transmitting and receiving equipment) should be connected to this mains supply.

AC power
You will find the mains connection on the back of the machine. The ON/OFF switch is situated above the mains jack. Now switch your machine on.

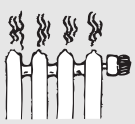
Please protect your machine from:

vibration

direct sunlight

dust

humidity

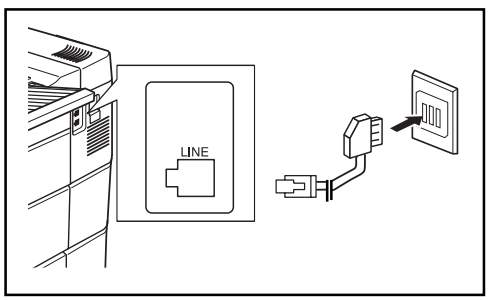

heat

Connection to the mains

Ensure contact and operating voltage.

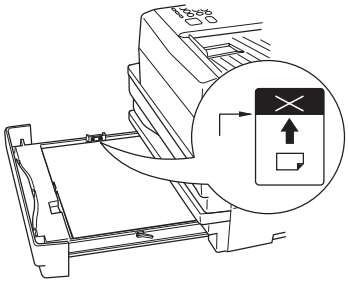
Telephone connection

Connect your fax machine (LINE jack) to the telephone socket, as shown on the right.

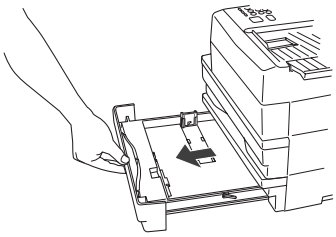


Preparation

How to insert the recording paper:



Remove the paper cassette



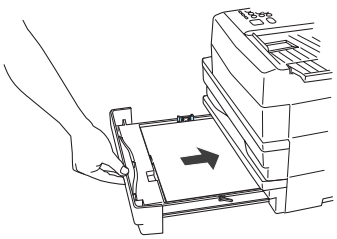
Insert a stack of A4 paper.
Prepare the recording paper by flexing and fanning out the stack to separate the sheets.

Place the paper so that it lies straight in the cassette with the side to be printed facedown and don't forget:

The paper cassette holds a maximum 250sheets (80 g/sm).The paper is never stacked above the limit mark. (as shown on the left)

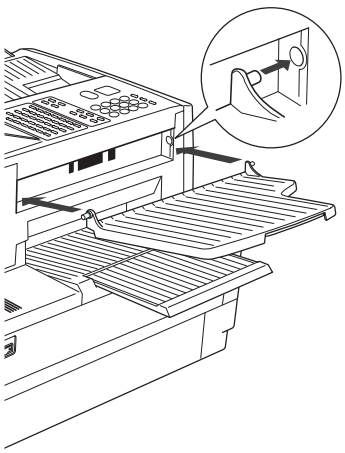
Then: Slide the cassette into the slot
until you hear it lock in place.

Do not use damp, wrinkled on torn paper.



How to install the exit paper tray:

Install the exit paper tray fits in the slots on the left side of the fax.



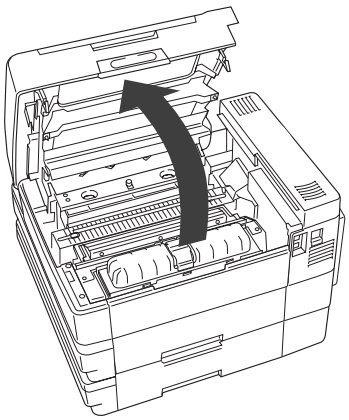
Preparation

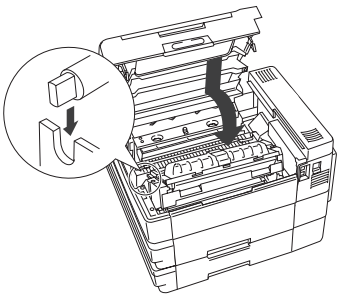
How to install the process unit:

In order to transport or move the machine the toner pack and the process unit has to be removed.

In order to prevent transport damage, the high-quality process unit of your new fax machine is delivered in special packaging to provide additional protection. Please follow the enclosed instructions. This is how to install the unit:

Open the top cover
by pressing the release button.





Install the process unit...
by inserting the pins into the lateral guides and then, by applying slight pressure, lower it into the correct position.

A damaged drum will affect the copy quality. Therefore: Never touch the drum surface or expose the drum to sunlight for more than three minutes.

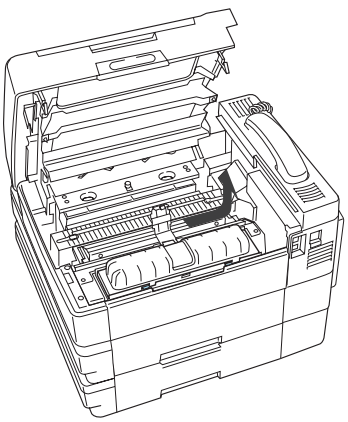
To make a good impression: the toner pack

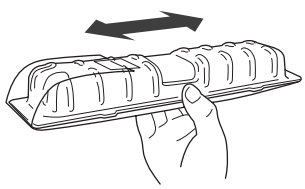
When installing the machine for the first time or later when the message TONER LOW or TONER EMPTY is displayed, you must replace the toner pack in your fax machine. At the same time also replace the fixer cleaner.

When replacing toner:
Release the green Stopper and pull the pack out of its support in the direction of the arrow, as shown.

When installing for the first time:
Unpack the toner pack supplied.

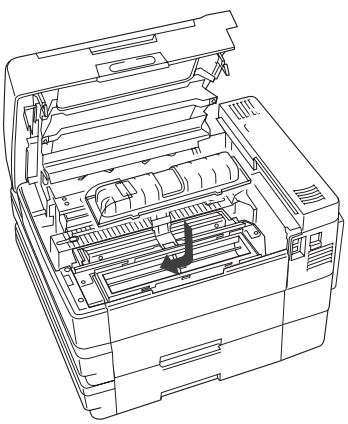
Do not touch any sensitive parts of the printer system.

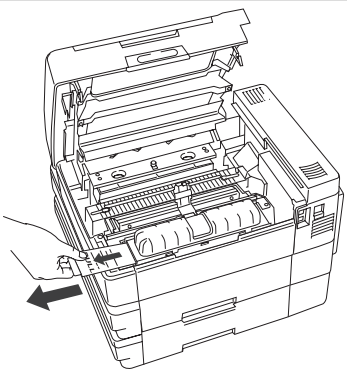




First shake the new toner pack,

insert in the direction of the arrow and slide forward.

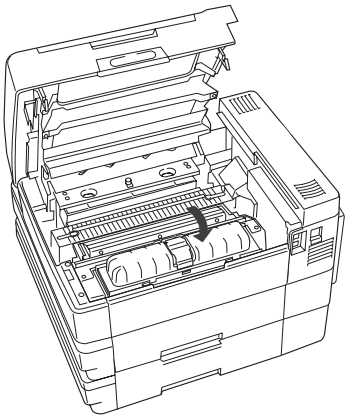


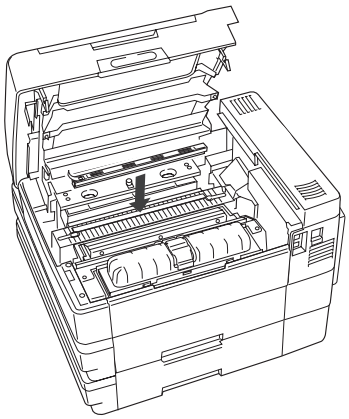


Now remove the seal.
When holding the protective foil, be sure to avoid contact with any toner residue.

Preparation

The toner pack latch locks into place with a click.





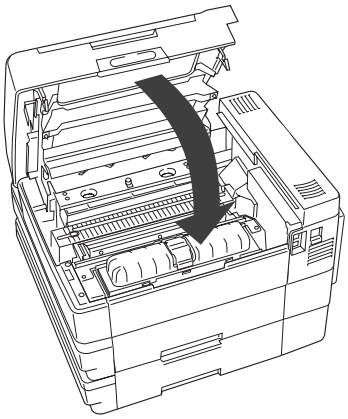
Replacing the fixer cleaner

(or installing for the first time): If necessary, pull the used cleaner ribbon upwards: when inserting the new cleaner, be sure that the white felt side is facedown.

⚠ Do not touch any parts inside the machine other than those described. The fixer cover can be very hot - even after the machine has been switched off.

Now

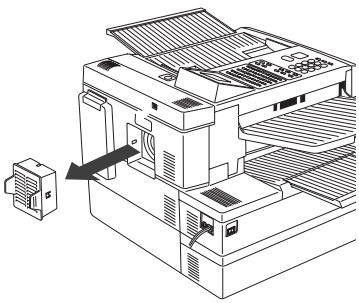
⚠ close the cover
until it locks firmly into place.

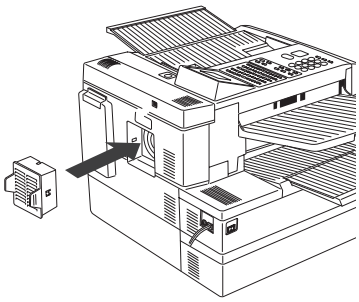


Never throw the old pack into an open fire. Use packaging from exchanged parts to ensure proper disposal as inorganic waste.

CAUTION:
In case you come into contact with toner:

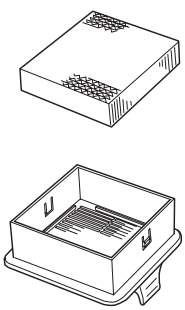
- Wash hands in cold water and clean thoroughly with soap.
- Wash eyes with plenty of water.
- If you have inhaled toner, breathe deeply in the open air.
- If toner gets in your mouth, wash it out with plenty of water.
- In an emergency, call al doctor.





...and now: the ozone filter

As you see, it is inserted in its support underneath the cover. When inserting, hold the filter only by the ribbons in order to avoid clogging the filter mesh.

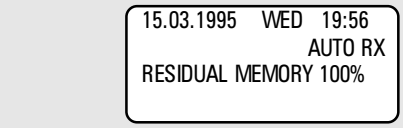


The Menu-system

The LCD display gives suggestions, asks questions and request you to input data. The first four menu items are shown, but there might be some more behind. Selection is made with the dial pad.

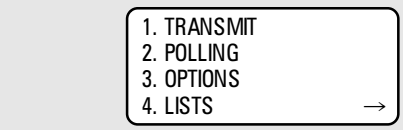
When entries are being made, it is not possible to receive. Because of this, the machine returns to idle status, if no entry is made within one minute.

Practice with the following example.



Standby mode

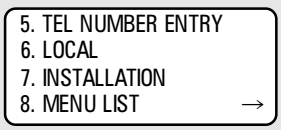
Start the menu



The first 4 menu items are displayed.

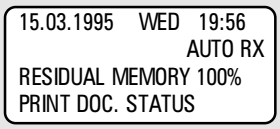
The small arrow in the LCD is a indicator for other menu items being available.

Press menu button to display



Select a menu item

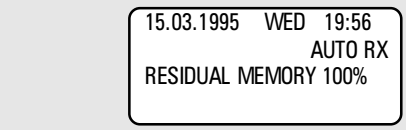
To select a sub menu, there is no need to see it in the LCD. Simply press a button on the dial pad.



The report is printed.

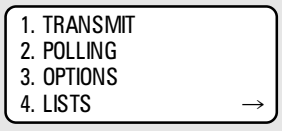
Set language

Your fax machine is set to English. Please carry out the following menu steps if you wish to use another language for the menu and the list prints.



Standby mode

Start the menu



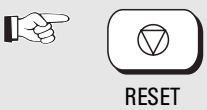
The first 4 menu items are displayed.

Select a menu item

Select language

Select a menu item

Confirm with ENTER



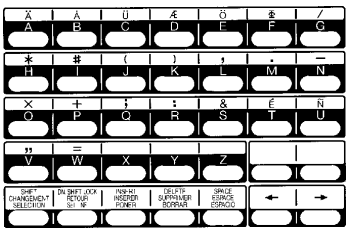
Press RESET, return to standby mode

Installation

Enter user name

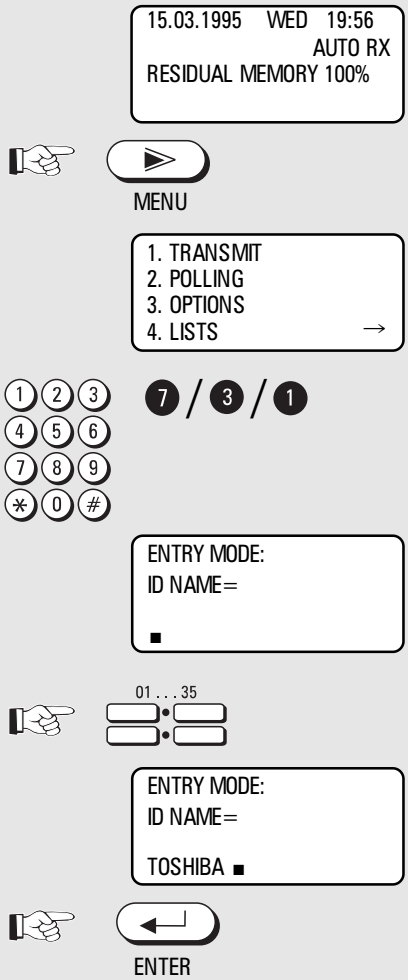
The following steps include entering the name, the terminal identification, the dialling procedure and the line type. These settings should be made quickly, as the maximum permitted pause between data entry is approx. one minute. Take your time therefore to read the information concerning the name, identification, dialling procedure and line type, and only start the procedure when you have finished reading.
If you have not entered all the data within the permitted time, the details will not be completely stored. In this case, repeat the entire procedure again.

The transmission header not only contains the terminal ID but also the user name. This can contain up to 40 characters.
For entering digits use the dial key pad, for letters use the one-touch dialling keys.
The lower keys of the one-touch dialling key panel are used to control text editing.



Key	Function
A-Z	Selects a letter
← →	moves the cursor
SHIFT	activates special characters
DN. SHIFT LOCK	to switch between lower case and capitel letter
INSERT	inserts a space
DELETE	deletes character
SPACE	overwrites an existing character or moves the cursor to the right

When the name is complete, press the **ENTER key.**
Example: TOSHIBA



Standby mode

Start the menu

The first 4 menu items are displayed.

Select a menu item

Make your selection

Enter the name
Example: TOSHIBA
(see scheme)

Confirm with ENTER

(continue with "Enter terminal ID")

Installation

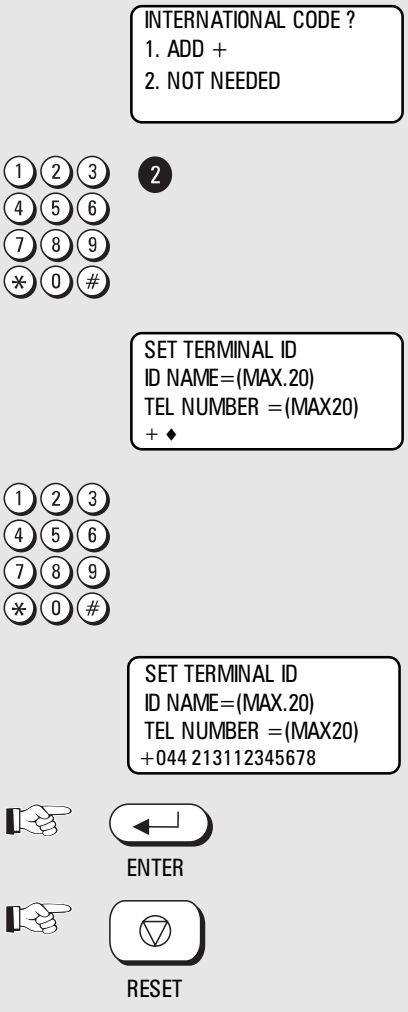
Enter terminal ID

The terminal ID which is part of the transmissing header contains the number under which your fax machine can be reached. The number should be entered in the international format:

Example::
+44-2131-12345678

- Fax number
- Space (to improve legibilitly)
- Area code (without initial 0)
- Country code (here: Germany)
- Plus symbol (for the international form)

In Germany it is obligatory to enter the terminal ID!



Select number 1.

Select a menu item

Make your selection

Now enter your fax number
- Insert a pause with pause button

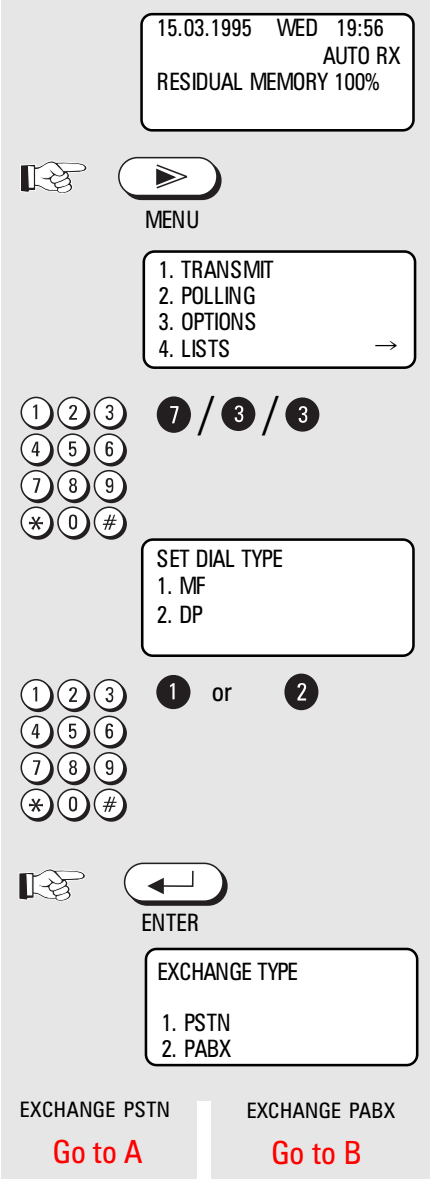
Confirm with ENTER

Press RESET, return to standby mode

Installation

Setting dialling method

There are two dialling methods. The pulse-dialling method is normally used in the public switched telephone network. If your fax machine is connected to a PABX, the DTMF dialling method may also be used. As the public network is modernised, this dialling method may also be used in the public network. If you are in any doubt, first try the pulse-dialling method (basic setting). If the dialling procedure fails, try DTMP dialling. How ever DTMF is the most efficient.



Standby mode

Start the menu

The first 4 menu items are displayed.

Select a menu item

Make your selection
MF: Tone dialling
DP: Pulse dialling

Confirm with ENTER

Select Exchange type

(continue with "Connection to PABX")

Installation

Connection to PABX, obtaining a public line

The TF 851 can be connected not only to the public switched telephone network (public line) but also to a PABX. In this case, additional parameters have to be entered.
With **PABXs**, the public line is obtained in various ways:

- Number — Dial one digit (or several digits) in order to obtain the public line
- Earth key — Earth potential is connected to the voice wire(s) in order to obtain the public line
- Flash key — With this method of obtaining the public line, the connection circuit is interrupted briefly.

When the method of obtaining a public line has been entered, you must always press the key "*" before the actual number when you dial your fax partner. This is also applicable for saving the fax numbers (see page 46).

A PSTN

1 2 3 4 5 6 7 8 9 * 0 # **1**

Select a menu item (PSTN)

ENTER

Confirm with ENTER

RESET

Press RESET, return to standby mode

B PABX

1 2 3 4 5 6 7 8 9 * 0 # **2**

Select a menu item (PABX)

ENTER

Confirm with ENTER

```
OBTAINING PUBLIC LINE
1. EARTH
2. FLASH
3. DIGIT
```

Access with...

1 2 3 4 5 6 7 8 9 * 0 #

Select a menu item
Example: digit

ENTER

Confirm with ENTER

```
OBTAINING PUBLIC LINE
ACCESS DIGIT=(1-3)
■
```

Machine prompts user to enter the code (max. 3)

1 2 3 4 5 6 7 8 9 * 0 #

Enter the digit(s) for obtaining public line

```
OBTAINING PUBLIC LINE
ACCESS DIGIT=(1-3)
0
```

Example: 0

ENTER

Confirm with ENTER

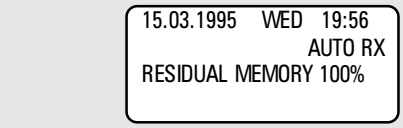
RESET

Press RESET, return to standby mode

Installation

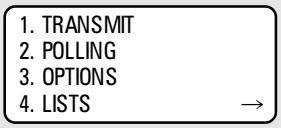
Set date and time

Enter the current date and time at this point so that all details relating to date and time is correct. The internal clock of your fax machine then runs automatically - even in the event of a power failure.

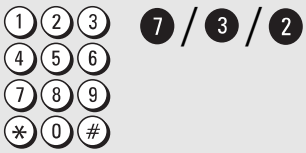


Standby mode

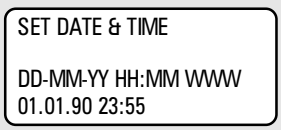
Start the menu



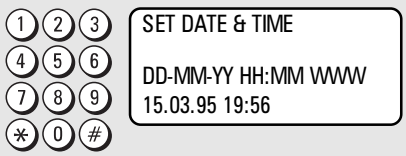
The first 4 menu items are displayed.



Select a menu item



Entry for
DD.MM.YY = Day, Month, Year
HH:MM = Hour, Minute
WWW = Day of the week



Set date and time

Use ">> / <<" buttons to skip (single) digits
Select the day-of-week using the one-touchdialling keys 27 and 28 (see page 2)

Confirm with ENTER

Press RESET, return to standby mode

Reception of documents

Set standby mode

If your fax machine is connected to the PSTN or the PABX, there are four different ways of receiving documents.

Automatic reception

If the line is reserved exclusively for fax operation.

The fax machine switches over to reception as soon as the line rings.

The fax machine is always activated, even if the call is initiated by a voice partner.

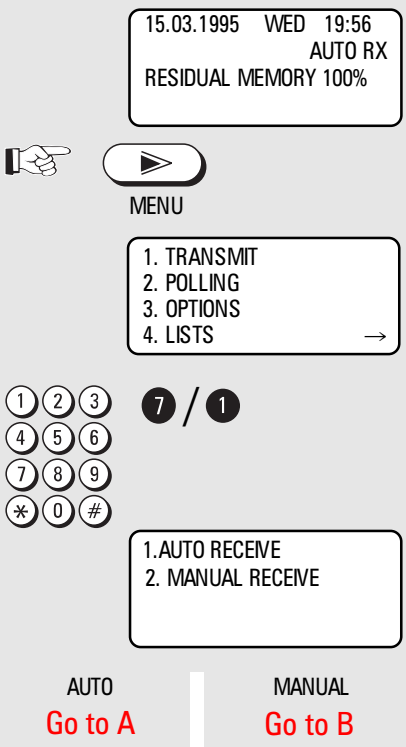
Manual reception

If the line is used primarily for telephone traffic.

The call must be accepted manually; the fax machine is not activated when the line rings. If you wish to transmit a document, you must press the START key of the fax machine.

Ensure that any fax calls can indeed be accepted; it is always necessary to press the START key.

To set reception mode do the following:



Standby mode

Start the menu

The first 4 menu items are displayed.

Select a menu item

Make your selection

Reception of documents

A AUTO

Select a menu item

```
AUTO RECEIVE

CALL TIME (1-5)
```

Select how often the machine rings, until it takes the call.

Make your selection

ENTER

Confirm with ENTER

RESET

Press RESET, return to standby mode

```
15.03.1995   WED  19:56
                  AUTO RX
RESIDUAL MEMORY 100%
```

Standby mode

The term AUTO means the actual reception mode

B MANUAL

Select a menu item

RESET

Press RESET, return to standby mode

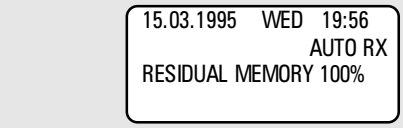
```
15.03.1995   WED  19:56
                  MANUAL RX
RESIDUAL MEMORY 100%
```

Reception of documents

Junk mail

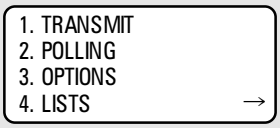
There are normally no restrictions for receiving documents. The reception protection facility changes this situation so that you can only receive documents if the person sending the document is stored in your alphabet dial memory. The ID of the transmitter is compared with the contents of the alphabet dial memory if the ID is not present in the memory, the transmission is rejected.

Only the final five digits are compared.



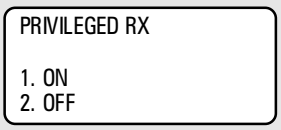
Standby mode

Start the menu



The first 4 menu items are displayed.

Select a menu item



Select a menu item

Select a menu item

Confirm with ENTER

Press RESET, return to standby mode

Reception of documents

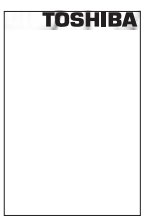
Reception reduction

Your fax machine uses A4 paper. For technical reasons the entire length of this page cannot be used. So the fax machine reduces the length of the incoming document. This means that the received image may be slightly compressed.
In general, this effect is not problematical. However, if the sizes of the documents must be absolutely identical, it is necessary to deactivate the **reception reduction** facility. In this case, that part of the copy which no longer fits on the page is printed out on a second page. If you are able to do without the "rest" of the page, activate the **discard** facility to suppress printout on the second page.

Original (A4)

Reception reduction: **ON**

Reception reduction: **OFF**
Discard: **OFF**



Reception reduction: **OFF**
Discard: **ON**

Reception reduction ON

15.03.1995 WED 19:56
AUTO RX
RESIDUAL MEMORY 100%

Standby mode

MENU

Start the menu

1. TRANSMIT
2. POLLING
3. OPTIONS
4. LISTS →

The first 4 menu items are displayed.

7 / 4 / 1

Select a menu item

RX REDUCTION

1. ON
2. OFF

Make your selection

Select a menu item

ENTER

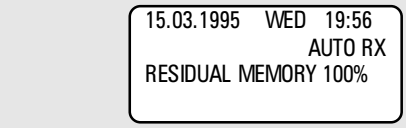
Confirm with ENTER

RESET

Press RESET, return to standby mode

Reception of documents

Discard
(see page 18)

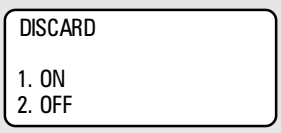


Standby mode

Start the menu

The first 4 menu items are displayed.

Select a menu item



Make your selection
1: Discard ON
2: Discard OFF

Select a menu item

Confirm with ENTER

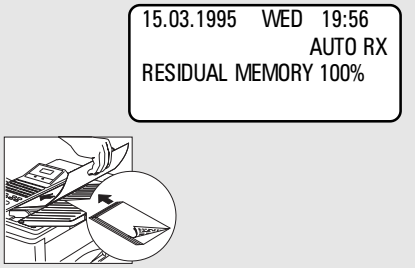
Press RESET, return to standby mode

Reception of documents

Local copy

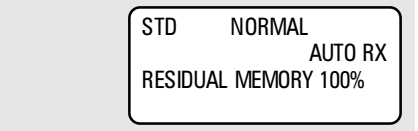
You can use your fax machine to make one or more copies (up to 99).

⚠ The copy is also reduced (see page 18).

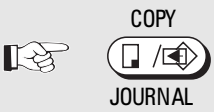


Standby mode

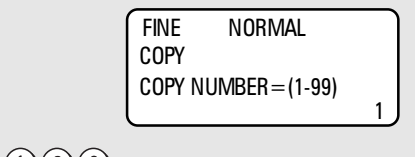
Load original
Remember:
Printed side face down



Document ready



Press COPY key



Enter amount of copies

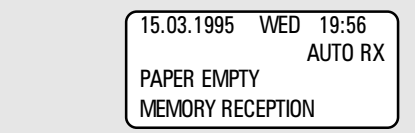
Confirm with START

Memory reception

Under certain circumstances, the machine cannot print out any further incoming copies:

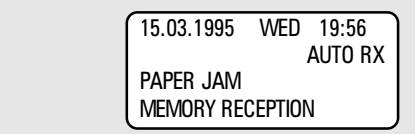
- If there is no recording paper
- If there is a paper jam

In order to prevent problems with reception, the remaining pages are buffered in the memory of your fax machine. Once the problem has been solved, the document is printed out automatically.



Display in case of paper low

or

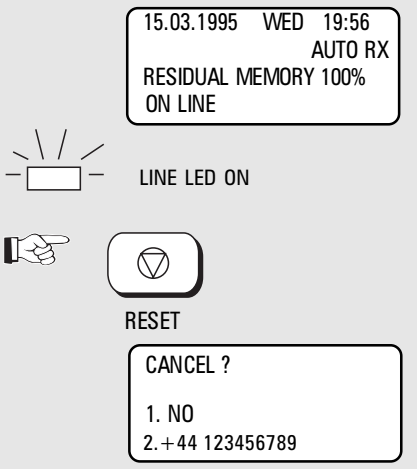


Display in case of paper jam

Reception of documents

Interrupt reception

You are able to interrupt reception of a document. Your fax machine is equipped with a memory which stores transmitted documents as well as received documents. For this reason, it is not always clear wheather a document is currently being received.



Fax machine receiving

Please note that there is no possibility to distinguish transmission and reception of documents.

Press RESET

Make your selection
1: Do not cancel
2: Cancel current process

Fragment of the document is printed

Transmit documents

Document format

The following table gives you an idea of the documents your fax machine can handle.

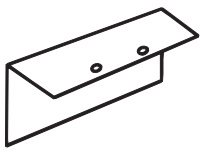
Please note:

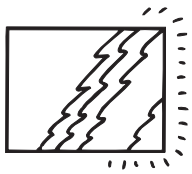
- Documents longer than 420 mm can only be loaded manually.
- If you load several sheets at one time, they should all be of the same size and paper quality.

	Single sheet	2 or more sheets
Document size (max)	297 mm (W) x 700 mm (L)	297 mm (W) x 420 mm (L)
Document size (min)	148 mm (W) x 100 mm (L)	
Effective scanning width	294 mm	
How many sheets can be loaded at one time?		Stacks up to 50 sheets A4
Thickness of paper	0,05 ~ 0,15 mm	0,06 ~ 0,12 mm
Quality of paper	Uncoated on both sides	

Problem documents ...

May not feed. This applies to
- torn, wrinkled or damp pages
- folded pages or pages with holes
- transparent pages or pages with a smooth, shiny finish
- textile or metallic douments





There are two ways of avoiding this problem:...

...by photocopying or using a carrier sheet.

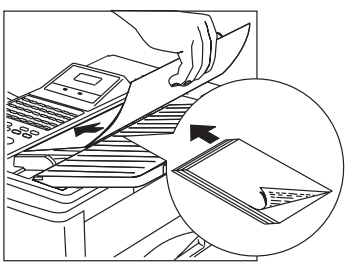
Your TOSHIBA dealer can supply you with the necessary carrier sheets.

How to use carrier sheets:

Place your document face-up on the carrier sheet under the transparent cover. Carrier sheets can be used like normal documents except for one restriction: only one carrier sheet can be fed at one time.

How to load documents correctly

Remove any paper-clips, staples and similar objects before transmitting the document. Now place your documents on the document tray - up to 50 at one time - as shown. Manual assistance may be required for pages longer than A4. Position face down. Adjust the document guides to the edges of the sheets. After 2 seconds, your document will be automatically pulled in by about 2 cm.

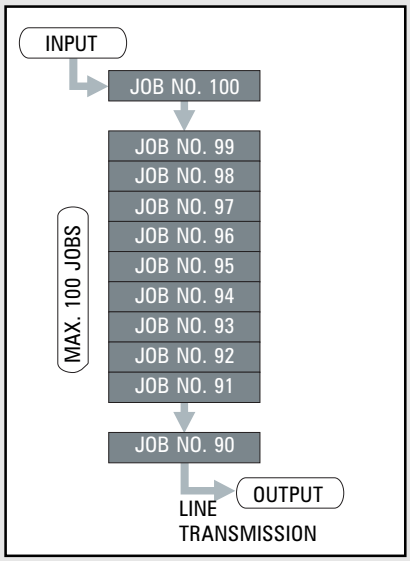


Transmit documents

Stack mode

A frequently encountered problem with fax machines is that the document tray is blocked while a document is being transmitted; no other documents can be transmitted while the fax machine is transmitting or receiving documents. This is different with your fax machine: All documents are read into the memory and are then transmitted from this memory. Incoming documents are also read into the memory before they are printed aout. The advantage of this method is that the document tray is virtually always free and that documents can be transmitted almost irrespective of the transmission or receiving status of the fax machine.
Each procedure is known as a job. A job may consist of one or more documents which you can transmit to your partners. A job can also be a multi-address transmission or a delayed transmission. Your fax machine is able to manage 100 such jobs. Each of these jobs is placed on a stack, from where they are processed in sequence. Your fax machine accepts jobs even while it is transmitting or receiving documents; this means that the document tray is always ready. With every procedure, the fax machine assigns a reference number (job number 001-999) to the job; this number is available via the job list (see page 59). This number can also be used for deleting a specific job.

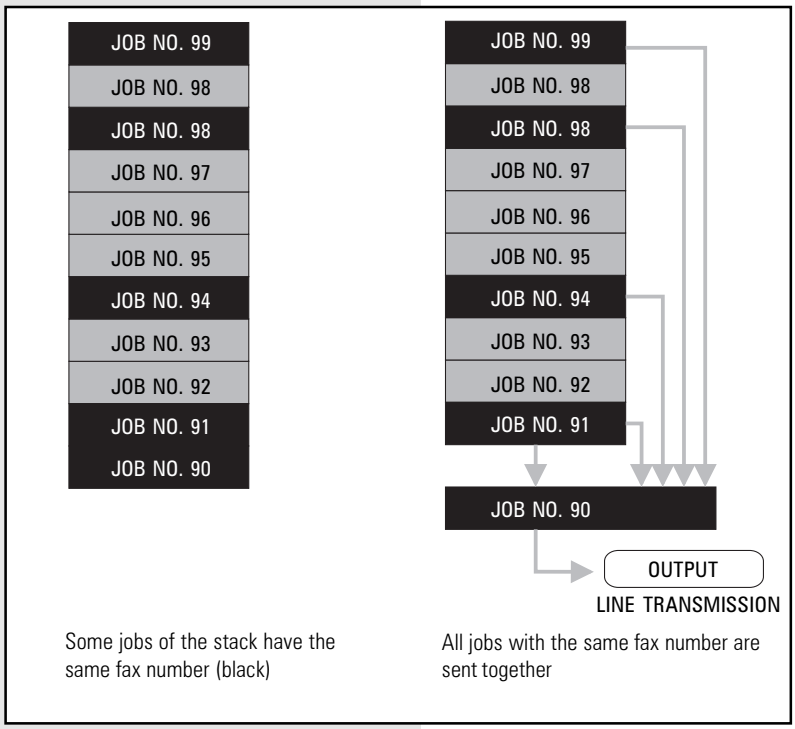
If you want to transmit from the tray directly, simply press MEMORY TX.



Useful job-management

If some of the jobs placed on stack have to be sent to the same party your fax sends these jobs by one call. This feature works independant of the position, in which these jobs are placed on the stack. You can check the transmissions if you print out the transmission journal (see page 58).

In case of delayed transmission the jobs are sent together if time and fax number are equal.



Transmit documents

Important transmission

The stack of your fax works according to FIFO (first in - first out).
This means, that the last stored job will be sent at last. If you want to send the actual stored job immediately press "Priority TX".

PRIORITY TX

Direct transmission

In the normal transmission mode your fax machine reads all documents into the memory before they are transmitted. If the documents are too large for the memory or if you have too many documents, you can also send directly from the document tray without reading the documents into the memory.

Simply press the MEMORY TX kex if you wish to interrupt this transmission process.

If you find that the memory is frequently too small, ask your dealer for a memory expansion!

MEMORY TX

Transmit documents

Automatic fax messages

To send fax messages in the traditional manner: Insert document(s), enter the fax number and the connection is automatically established.
Your benefit: Your documents will leave the fax immediately. (Refer to page 23)
If you decide to use the listening-in version (see page 28) , you can also acoustically monitor the call establishment process. This is useful whenever you have problems with establishing a connection. The reason is frequently a wrong number, or a fax machine which is not ready to receive.

With the listening-in alternative, the document is **not** read into the memory; it is retained on the tray until the receiving fax mchine has been contacted.

Residual memory depends on the size ofthe stack!

```
15.03.1995  WED  19:56
                AUTO RX
RESIDUAL MEMORY 100%
```

Standby mode

Load original
Remember:
Printed side face down

```
STD       NORMAL
                AUTO RX
RESIDUAL MEMORY 100%
```

Document ready

Select a number

```
STD       NORMAL
                AUTO RX
TEL NUMBER=(MAX.128)
```

Corrections with >> / <<. To cancel with RESET.

START

Confirm with START

```
READING INTO MEMORY
FILE NBR =01
RESIDUAL MEMORY 78%
```

While documents are being read in: Job number, current memory capacity and corresponding page number are displayed.

```
STD       NORMAL

RESIDUAL MEMORY 78%
DIALING
```

Dialing starts

LINE LED ON

LINE LED on

```
STD       NORMAL
FILE NBR =01
RESIDUAL MEMORY 78%
ON LINE
```

Communication starts

```
STD       NORMAL
                AUTO RX
RESIDUAL MEMORY 100%
```

After transmission:
Return to idle status job is deleted and memory returns to 100%.

Transmit documents

Transmission using alpha dial

Alphabet dialling enables you to enter a double-digit "address" instead of the (frequently-long) fax number of your partner. The real fax number is then permanently stored under this "address". The alphabetic dialling facility thus enables you to save time with frequently used fax numbers.

Please refer to page 46 for details of how to save alphabet dialling numbers.

Load original
Remember:
Printed side face down

```
STD       NORMAL
                AUTO RX
RESIDUAL MEMORY 100%
```

Document ready

ABB. DIAL

2x

ALPHABET

Start ABB dial

```
STD       NORMAL
                [ALPHA]
ABB. NUMBER= (1-199)
                    ◆
```

Make your selection

Your entry
(Example: 1)

```
STD       NORMAL
                [ALPHA]
ABB. NUMBER= (1-199)
                    1
```

START

Confirm with START

```
STD       NORMAL

ABB. NUMBER= 001
TOSHIBA
```

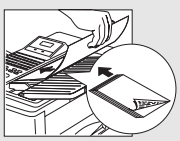
Stored number is displayed

While documents are being read in: Job number, current memory capacity and corresponding page number are displayed.

Transmission one-touch dial

One-touch dialling provides you with a very easy method of dialling the number of your partner. Your can assign any fax numbers to 35 keys. You need to press a key only once in order to reach your partner.

Please refer to page 50 for details of how to store one-touch dialling numbers.



Load original
Remember:
Printed side face down

```
STD       NORMAL
                AUTO RX
RESIDUAL MEMORY 100%
```

Document ready

Select a one touch key
(Example: one touch 35)

```
STD       NORMAL

ONE TOUCH= 01
BLUME
```

Stored number is displayed

While documents are being read in: Job number, current memory capacity and corresponding page number are displayed.

Transmit documents

Transmission directory dial

This type of dialling is similar to searching in a telephone directory. Enter the initial letter of your partner to search for the corresponding fax number in the alphabet dialling memory. This type of dialling is particularly useful if you know the name of a specific partner

Load original
Remember:
Printed side face down

```
STD       NORMAL
                AUTO RX
RESIDUAL MEMORY 100%
```

Document ready

ABB. DIAL

ALPHABET

Activate directory function

```
STD       NORMAL
                [ABB]
SEARCH CHARACTER=  ♦
```

Make your selection
You can now enter the initial letter of your fax partner. *)
(Example: "B")

2

Key "2"

```
STD       NORMAL
PREV:[*]  NEXT:[#]
SEARCH CHARACTER= A
ALABASTER          :025
```

The first name of the corresponding letter (here "A") is displayed, followed by the alphabet dialling memory position where it is stored.

2

Key "2"

```
STD       NORMAL
PREV:[*]  NEXT:[#]
SEARCH CHARACTER= B
BAUER              :002
```

Presse the key "2" to display the next letter (here "B") which is stored under this key.

```
STD       NORMAL
PREV:[*]  NEXT:[#]
SEARCH CHARACTER= B
BLUME              :007
```

Use the keys "*" and "#" to select the desired fax partner with identical starting letters.

START

Confirm with START

While documents are being read in: Job number, current memory capacity and corresponding page number are displayed.

*)

```
STD       NORMAL
PREV:[*]  NEXT:[#]
SEARCH CHARACTER= A
----------------------:--
```

This display appears if no name is stored under the selected letter.

Transmit documents

Monitoring

In case of transmission problems, that function is very helpfull. Check dialling by this method allows you to detect wrong numbers and busy parties also.

⚠ With the listening-in alternative, the document is **not** read into the memory; it is retained on the tray until the receiving fax machine has been contacted.

Load original
Remember:
Printed side face down

```
STD       NORMAL
                AUTO RX
RESIDUAL MEMORY 100%
```

Document ready

MONITOR

☞

CALL

Activates monitoring

```
ON HOOK

TEL NUMBER =
◆
```

Make your selection

Your entry

```
ON HOOK

TEL NUMBER =
12345678
```

Dialling starts

While documents are being read in:
Job number, current memory capacity and corresponding page number are displayed.

Transmit documents

Set resolution

In its basic setting, your fax machine uses high resolution for transmitting or copying your documents. You can also adjust the resolution to suit the particular documents. Use the following as a rough guide:

STD	(basic setting) For hand-written or typewritten documents
FINE	For documents with small type such as newspapers and diagrams
SF	For documents with very small and detailed diagrams
GREY	64 grey stages for photographs or colour documents

3 different greyscales are availiable.

Check with wrong copy function (refer page 20)

Higher resolution has an impact on transmission time!

Load original
Remember:
Printed side face down

```
STD        NORMAL
                AUTO RX
RESIDUAL MEMORY 100%
```

Document ready

MODE

Press "MODE"...

```
1.STD    4.STD-GR
2.FINE   5.FINE-GR
3.SF     6.SF-GR
```

Make your selection

Select a menu item (Example: Superfine-GREY)

ENTER

Confirm with ENTER

```
SF-GR      NORMAL
                AUTO RX
RESIDUAL MEMORY 100%
```

After transmission:
Resolution returns to idle status.

Transmit documents

Set contrast

Some characters cannot be transmitted if the print on documents is weak or if colour print is used. In this case, you should set contrast to DARK.
On the other hand, there are documents which contain text in coloured fields. In this case, you should set contrast to LIGHT.
You can assess the effect of this setting - and thus also the result of your fax transmission - via the local copy (see page 20) .

Load original
Remember:
Printed side face down

```
STD        NORMAL
                AUTO RX
RESIDUAL MEMORY 100%
```

Document ready

CONTRAST

Press "CONTRAST" ...

```
1. NORMAL DOCUMENT
2. DARK DOCUMENT
3. LIGHT DOCUMENT
```

Make your selection

1 2 3
4 5 6
7 8 9
* 0 #

Select a menu item (Example: Dark document)

ENTER

Confirm with ENTER

```
STD        DARK
                AUTO RX
RESIDUAL MEMORY 100%
```

After transmission:
Contrast returns to idle status.

Redial

If it was not possible for your fax message to be sent, this may be due to various reasons (please read page 75). One reason may be that the other fax machine is busy. In this case, it would make sense to call your partner again at a later time. This is done automatically by your fax; it attempts to send the fax message again approx. every three minutes.

If you have established a call via the TONE key, you can activate the redial function by pressing the REDIAL key.

```
15.03.1995  WED  19:56
                AUTO RX
RESIDUAL MEMORY 99%
```

REDIAL

PAUSE

```
WAITING TO REDIAL
ENTER FILE NBR OR
PRESS [>]
```

Press until...

MENU

```
POLLING RESERVE
FILE NBR  : XX
```

....the next job is displayed

MENU

Scroll forward or backward
-or-

ENTER

Confirm with ENTER

Transmit documents

Delayed transmission

You are able to define a certain time at which the documents will be transmitted; this enables you to overcome the problems involved with different time zones or will enable you to transmit documents at off-peak rates
The benefit of reading into the memory is, that your ADF can be used for next transmission.
Sending at a later time is not restricted for one day; The sending can be programmed 30 day in advanced.

Load original
Remember:
Printed side face down

```
STD        NORMAL
                AUTO RX
RESIDUAL MEMORY 100%
```

Document ready

MENU

Start the menu

```
1. TRANSMIT
2. POLLING
3. OPTIONS
4. LISTS
```

The first 4 menu items are displayed.

1

Select a menu item

```
1. SINGLE
2. MULTI
3. MAIL BOX
4. RELAY
```

1

Select a menu item

```
SINGLE TRANSMIT

TEL NUMBER =
◆
```

Make your selection
Select between ten key dialling.

ABB. DIAL

ALPHABET

01 . . . 35

One touch or ABB. Nbr.

ENTER

Confirm with ENTER

```
SINGLE TRANSMIT
DELAYED TRANSMIT?

1.NO    2.YES
```

2

Select a menu item

```
SINGLE TRANSMIT

START TIME =HH:MM DD
           ◆◆:◆◆ ◆◆
```

Make your selection
Enter transmission time.

ENTER

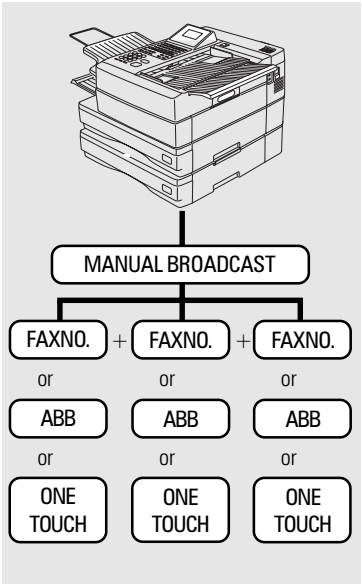
Confirm with ENTER

While documents are being read in:
Job number, current memory capacity and corresponding page number are displayed.

Transmit documents

Single multi-address transmission

If you wish to send one document to several partners without spending a lot of time, this function can be used to create a group on one single occasion. The group is deleted after the procedure has been completed. Up to 275 users can be grouped together from one-touch dialling numbers, alphabet dialling numbers or standard numbers.



Load original
Remember:
Printed side face down

STD NORMAL
AUTO RX
RESIDUAL MEMORY 100%

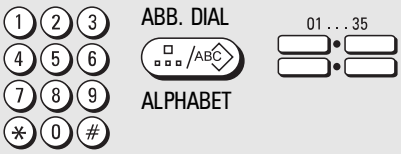
Document ready

MULTI

Press MULTI button

MULTI GROUP
ENTER TEL NUMBER,
ENTER ABB. NUMBER
ONE TOUCH KEY

Your choice



Enter number

ENTER

Confirm with ENTER

MULTI GROUP

ENTER MORE OR
PRESS [START]

Additional number entry with ENTER

-or-

START

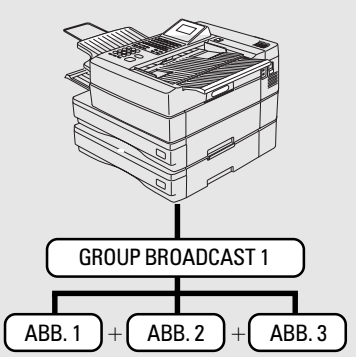
Confirm with START

Dialling starts

Transmit documents

Stored broadcast

If you have a fixed group of fax partners to whom you frequently have to send broadcast fax messages, the stored broadcast facility is just what you need.You can store 60 different group of your choice. Additional you can assign each group to a one-touch dial key. Multi-adress transmission is then carried out by pressing the appropriate one-touch dial key.



Please refer to page 53 for details of how to program permanent groups.

Broadcast with stored groups

Load original

Remember:
Printed side face down

```
STD        NORMAL
                AUTO RX
RESIDUAL MEMORY 100%
```

Document ready

MENU

Start the menu

```
1. TRANSMIT
2. POLLING
3. OPTIONS
4. LISTS
```

The first 4 menu items are displayed.

1

Select a menu item

```
1. SINGLE
2. MULTI
3. MAIL BOX
4. RELAY
```

2

Select a menu item

```
MULTI TRANSMIT

GROUP NBR=(1-9999)
◆
```

Make your selection

Enter group number

ENTER

Confirm with ENTER

```
MULTI TRANSMIT
GROUP NUMBER=XX
ENTER MORE OR PRESS
[↵]:TO COMPLETE
```

For additional groups press ENTER

- or -

ENTER

Confirm with ENTER

```
MULTI TRANSMIT
DELAYED TRANSMIT?

1.NO    2.YES
```

Select delayed transmission if needed (refer page 31).

Select a menu item

While documents are being read in: Job number, current memory capacity and corresponding page number are displayed.

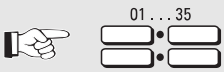
Transmit documents

Broadcast with one touch key

Load original
Remember:
Printed side face down

STD NORMAL
AUTO RX
RESIDUAL MEMORY 100%

Document ready



Press one touch key

While documents are being read in:
Job number, current memory capacity and corresponding page number are displayed.

Chain dialling operation

Allows you to dial locations that may require more than 38 digits. For example: Long distance caariers and specialized access lines. After you have stored the number, you can transmit as follows. Before you can use this feature, you must assign the number to be used for chain dialing to a one-touch key.

The total sum of digits dialed (access + number + ID) can not exceed 128 digits.

Load original
Remember:
Printed side face down

STD NORMAL
AUTO RX
RESIDUAL MEMORY 100%

Document ready

Press CHAIN DIAL

CHAIN DIAL
TEL NUMBER =(MAX128)

Press the dialling numbers using a one-touch key, abbreviated dialing number (alphabet dial) and/or a dial keypad on the operator control panel.

Make your choice

Confirm with START

While documents are being read in:
Job number, current memory capacity and corresponding page number are displayed.

Transmit documents

Delayed polling

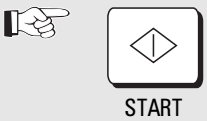
A type of self-service facility enables you to fetch documents from another partner if your partner has prepared this function. "Fax on demand", i.e. obtaining information from mailboxes such as weather reports, traffic reports or stock market reports is also possible with this function.

Polling, simple polling
Standby mode

```
15.03.1995  WED  19:56
                 AUTO RX
RESIDUAL MEMORY 100%
```

Enter the fax number of the fax machine from which you wish to poll

Confirm with START



START

```
SINGLE POLLING
SECURITY CODE ?
1.YES    2.NO
```

Make your selection

Select a menu item

WITHOUT SECURITY CODE	WITH SECURITY CODE
Go to A	Go to B

A WITHOUT SECURITY CODE

While documents are being read in: Job number, current memory capacity and corresponding page number are displayed.

B WITH SECURITY CODE

```
SINGLE POLLING

SECURITY CODE =
```

Make your selection

Enter 4 digit code

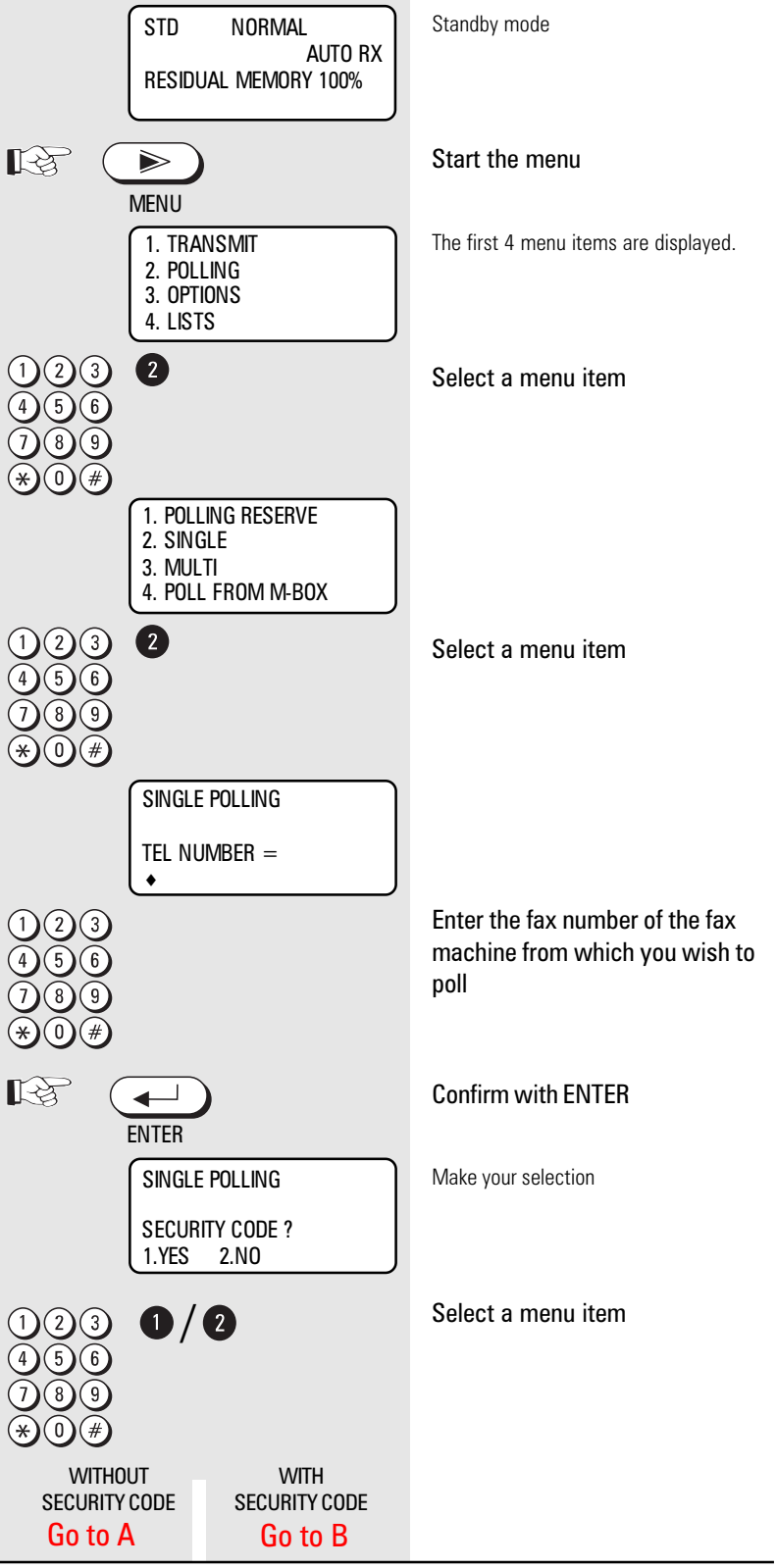
ENTER

Confirm with ENTER

While documents are being read in: Job number, current memory capacity and corresponding page number are displayed.

Transmit documents

Polling, variation (delayed)



Transmit documents

A WITHOUT SECURITY CODE

```
SINGLE POLLING

DELAYED POLL ?
1.YES    2.NO
```

Make your selection

Select a menu item (Example: NO)

While documents are being read in: Job number, current memory capacity and corresponding page number are displayed.

B WITHOUT SECURITY CODE

```
SINGLE POLLING

SECURITY CODE =
```

Make your selection

Enter 4 digit code

Confirm with ENTER

```
SINGLE POLLING

DELAYED POLL ?
1.NO     2.YES
```

Make your selection

Select a menu item (Example: YES)

```
SINGLE POLLING

START TIME =HH:MM DD
           ♦♦:♦♦ ♦♦
```

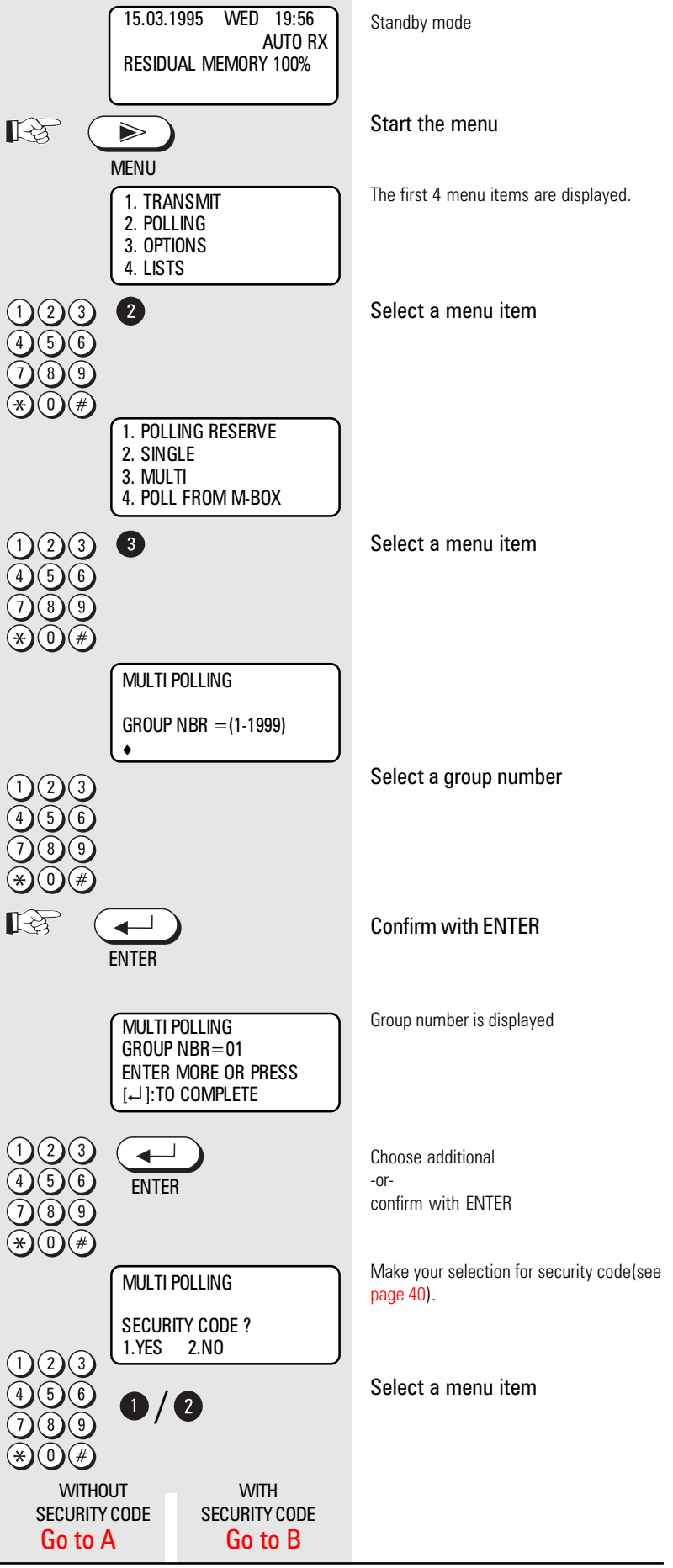
Make your selection
Enter time

Confirm with ENTER

Transmit documents

Delayed multi polling

Polling is also possible by using groups. They have to be stored in advanced (see page 53).
Delayed group polling is also possible.



Transmit documents

A WITHOUT SECURITY CODE

```
MULTI POLLING

DELAYED POLL ?
1.NO    2.YES
```

Make your selection

Select a menu item (Example: NO)

While documents are being read in: Job number, current memory capacity and corresponding page number are displayed.

B WITH SECURITY CODE

```
SINGLE POLLING

SECURITY CODE =
```

Make your selection

Enter your code

Confirm with ENTER

```
MULTI POLLING

DELAYED POLL ?
1.NO    2.YES
```

Make your selection

Select a menu item (Example: YES)

```
SINGLE POLLING

START TIME =HH:MM DD
           ◆◆:◆◆ ◆◆
```

Make your selection
Now enter the time

Confirm with ENTER

Transmit documents

Reserve polling

Other fax partners can poll information from your fax machine if you set up this facility with this function.
Your document which you reserve for polling is read that into the memory of the machine so that the document tray is not blocked.
There are two types of reservation available:

- **single reservation:**
  Your stored document is deleted as soon as the document has been polled.
- **permanent reservation:**
  Your stored document is permanetly available for polling.

⚠ Only one document can be reserved for polling

Polling can be made between all facsimiles. To secure, that no unauthorized people poll, you can use two ways.

1. Tel No.: Tel number of the other party is checked. Only last 5 digits are checked.
2. CODE: Only between Toshiba fax possible. Both partys have to use the scan code.

*)In case of memory overflow, your dealer is able to offer a memory upgrade. Maybe you can solve the problem by reducing the resolution.

Load original
Remember:
Printed side face down

```
STD       NORMAL
                AUTO RX
RESIDUAL MEMORY 100%
```

Document ready

☞ ▶

Start the menu

MENU

```
1. TRANSMIT
2. POLLING
3. OPTIONS
4. LISTS
```

The first 4 menu items are displayed.

1 2 3 / 4 5 6 / 7 8 9 / * 0 #

2

Select a menu item

```
1. POLLING RESERVE
2. SINGLE
3. MULTI
4. POLL FROM M-BOX
```

1 2 3 / 4 5 6 / 7 8 9 / * 0 #

1

Select a menu item

```
POLLING RESERVE

1. POLLING
2. PUBLIC FAX M-BOX
```

POLLING = once only
INFOBOX = permanent

1 2 3 / 4 5 6 / 7 8 9 / * 0 #

1

Select a menu item
(Example: 1)

```
POLLING RESERVE
SECURITY CODE/TEL ?
1.NO      3.CODE
2.BOTH    4.TEL
```

1: No check
2: TOSHIBA-Code plus TEL No.
3: TOSHIBA-Code
4: Number only

1 2 3 / 4 5 6 / 7 8 9 / * 0 #

2

Select a menu item (Example: 2 = both)

```
POLLING RESERVE

SECURITY CODE =
                ♦♦♦♦
```

Make your selection

Enter the TOSHIBA code

1 2 3 / 4 5 6 / 7 8 9 / * 0 #

↵ ENTER

Confirm with ENTER

```
POLLING RESERVE


SECURITY TEL=(MAX20)
```

Make your selection

1 2 3 / 4 5 6 / 7 8 9 / * 0 #

↵ ENTER

Enter dial number

Confirm with ENTER

The document will be stored in memory*) and is ready for polling.

Transmit documents

Options

These settings are used for one transmission only:

1. **Setting the number of pages**
   Before sending a document, you can use this option to enter the number of pages being sent. The until will compare the number of pages actually sent with the number you entered. If the page counts are not the same, the PAGE # MISMATCH message appears on the LCD display but the transmission id continued.
2. **4800 BPS (Overseas transmission)**
   Poor quality telephone lines or bad connections can cause problems. Sending and receiving problems are most common when sending documents to long distance or overseas. You can set your unit's transmission speed to 4800BPS for safer data transfer. This setting is automatically canceled after the sending session.
3. **Line monitor**
   When the line monitor option is on, you can monitor the condition of the remote party's line through the speaker on your unit without using the telephone handset. You can also set using program key. And also, set using Home position menu.
5. **ECM** (Switch off error correction)
   Your fax machine is equipped with an error correction facility (ECM). If your fax partner also has an error correction facility, this permits error-free fax transmission. One effect linked with ECM is that the transmission time increases if there are any problems on the line. This may involve very high costs with oversees calls. For this reason, the error correction facility can be temporarily disabled.
6. **Protected transmission**
   The transmission of documents is restricted!Your are now able to transmit only to fax machines whose code has been stored as a fax number in your alphabet dial memory. You can thus transmit your documents only to certain partners.
8. **TX stamp (option)**
   Each document that has been successfull sent, can be marked with a stamp. Ask your TOSHIBA dealer for a stamp.

This feature is only available in case of direct transmissions (see page 24), after setting the document in the document tray.

Load original
Remember:
Printed side face down

```
STD       NORMAL
                AUTO RX
RESIDUAL MEMORY 100%
```

Document ready

Start the menu

```
MENU
1. TRANSMIT
2. POLLING
3. OPTIONS
4. LISTS
```

The first 4 menu items are displayed.

Select a menu item

```
1. PAGE NUMBER
2. QUALITY TX
3. LINE MONITOR
4. TURNAROUND POLL →
```

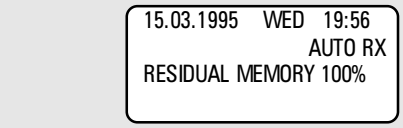
Select option

Enter the fax number...

Transmit documents

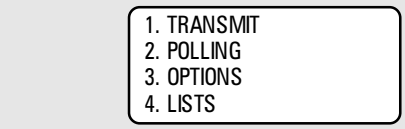
Resend (retained job)

If your fax maschine is set to retain a job (see page 68) you can resend this job by the following procedure.



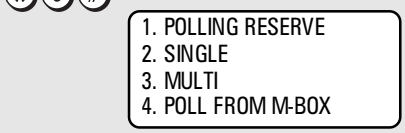
Standby mode

Start the menu.



The first 4 menu items are displayed.

Select a menu item *)

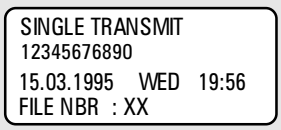


Make your selection
Job-No.
- or -
paging

Scroll...

or

input the job no.



The appropriate job is displayed.

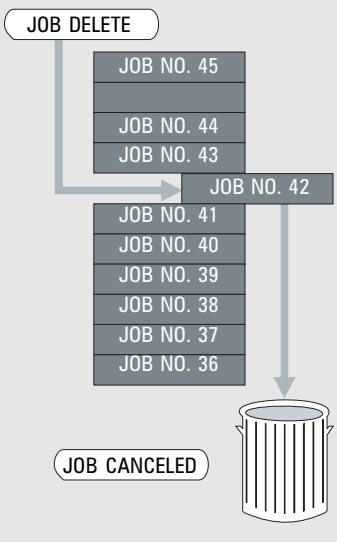
Confirm with ENTER

*) If there is no job retained, a message appears in the display.

Transmit documents

Delete transmission from stack

You may inadvertently dial the wrong partner or you may enter a wrong number. You than have to interrupt this procedure. It is possible for this procedure to be situated between other jobs. As a result of stack mode, it is possible for the current transmission not to be directly related to the actions of the operator. These procedures are deleted by "paging" through the job stack; search for the appropriate job and delete the specific job.



Select:
Document - cancels the job from the document feeder
Memory input - cancels stored jobs

MENU 6 1 — Start delition

1.DOCUMENT
2. MEMORY INPUT
3. POLLING RESERVE
4. PUBLIC FAX M-BOX

Menu is displayed

1 2 3 4 5 6 7 8 9 * 0 # 2 — Select a menu item

MEMORY INPUT
ENTER FILE NBR OR
PRESS [>]

Make your selection
Job-Nbr.
- or -
paging

JOB-NBR. → Go to A

PAGING THROUGH THE STACK → Go to B

A JOB-NBR.

1 2 3 4 5 6 7 8 9 * 0 # — Enter Job-Nbr.

ENTER — Confirm with ENTER

SINGLE TRANSMIT
FILE NBR : XX
10.12.95 13:00

Selected job is displayed

ENTER — Confirm with ENTER

SINGLE TRANSMIT
FILE NBR : XX
ARE YOU SURE ?
1.YES 2.NO

Confirm

1 2 3 4 5 6 7 8 9 * 0 # 1 — Select a menu item

CANCELLED

The cancel list is printed.

Transmit documents

PAGING THROUGH THE STACK

B PAGING THROUGH THE STACK

Press MENU button

SINGLE TRANSMIT
FILE NBR : XX

Current job is displayed

Press MENU button again

POLLING RESERVE
FILE NBR : XX

Next job is displayed

Page forward or backwards
-or-

Confirm with ENTER

SINGLE TRANSMIT
MEMORY INPUT
ARE YOU SURE ?
1.YES 2.NO

Confirmation

Select a menu item

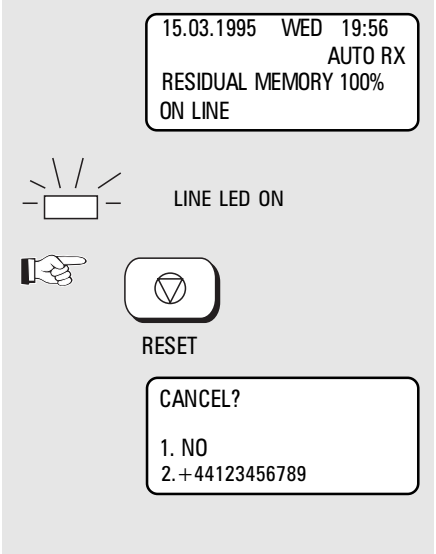
CANCELLED

The cancel list is printed

Transmit documents

Cancelling a transmission

You can cancel the actual sending by pressing the RESET-key.
Please note, that the document is not erased from the memory. The transmission remains as job in the memory and will be soon redialed. To cancel the whole job, you must remove it from the memory (see page 43).



Sending
Please note, there is no difference between sending and receiving operation.

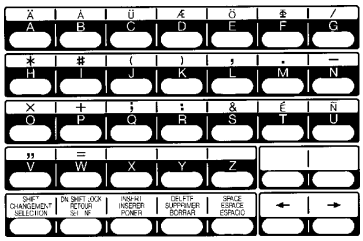
Press RESET

Select:
1. Do not cancel.
2. Cancel actual process.

Store numbers

Alphabet dial memory

The alphabet dial facility enables you to enter a two-digit "address" instead of the (frequently long) fax number of your partner. The real fax number is stored under this "address". With frequently used fax numbers, the alphabet dial facility enables you to save time.
240 alphabet dial memories are available and the name as well as the number of your partner can be stored in this memory. You can use up to 20 characters of your choice in this memory. In addition to this a second number can be stored, if the first number is busy. For entering digits use the dial key pad, for letters use the one-touch dialling keys. The bottommost keys of the one-touch dialling key panel are used to control text editing.



When the name is complete, press the ENTER key. Example: TOSHIBA

Please note that you must press the "*" button before the actual fax number if your fax machine is connected to a PABX.

15.03.1995 WED 19:56
AUTO RX
RESIDUAL MEMORY 100%

Standby mode

MENU

Start the menu

1. TRANSMIT
2. POLLING
3. OPTIONS
4. LISTS →

The first 4 menu items are displayed.

5 1

Select a menu item

ENTER ABB. NUMBER
OR PRESS
[<]:TO CONTINUE
[↵]:TO COMPLETE

Make your selection

Enter ABB number (Example: 7)

ENTER

Confirm with ENTER

ABB. NBR =007

TEL NUMBER =(MAX128)
♦

You are requested to input the fax number

Fax number input
Please note that you must press the "*" button before the actual fax number if your fax machine is connected to PABX.
Use the "<<" key to make any corrections.

ABB. NBR =007

TEL NUMBER =(MAX128)

ENTER

Confirm with ENTER

ABB. NBR =007

2nd TEL NBR=(MAX128)

You are requested to enter the 2nd number.

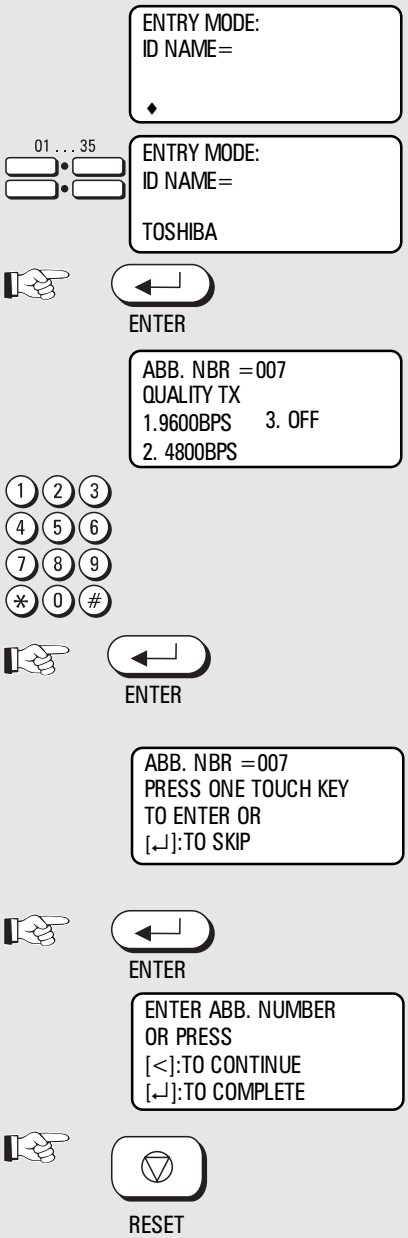
ABB. NBR =007

2nd TEL NBR=(MAX128)

2nd number input.
This entry has to be different

ENTER

Store numbers



Confirm with ENTER
You are requested to input the name

Enter the name
Example: TOSHIBA
(see scheme page 46)

Confirm with ENTER

Select transmission speed

Select a menu item

Confirm with ENTER

Assign ABB number to one-touch dialling key (see page 50).

To proceed, see one-touch dialling keys
-or-

Confirm with ENTER

store additional ABB numbers
-or-

Press RESET, return to standby mode

After entering the fax number you are requested to set the line transmission speed.

Select one of the three settings:

1. 9600 BPS: Select this transmission speed, if you noticed frequently transmission errors.
2. 4800 BPS: Select this transmission speed, if you noticed very bad line conditions (example: oversea transmissions).
3. OFF: This is the highest transmission speed (14400 BPS) and the default setting. Confirm with ENTER key.

ABB. NBR 200	09154/87823 MEIER
ABB. NBR 199	024/8768 MÜLLER
•	
•	
•	
ABB. NBR 003	054/938734 SCHULTE
ABB. NBR 002	04544/6723 KRAMER
ABB. NBR 001	054/376014 OTTO

Store numbers

Delete ABB numbers

If you want to **delete ABB numbers** just enter them.
If it is already assigned, you can select how to proceed (Example:ABB, NBR. 7, Name TOSHIBA):

Proceed like storing ABB numbers

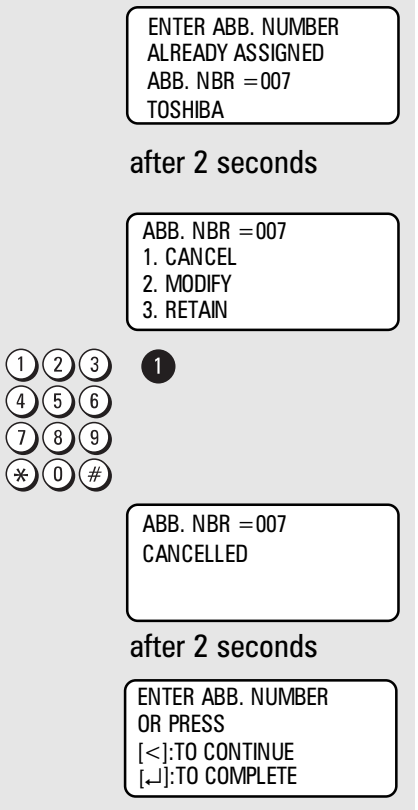


ABB number is already assigned

Select a menu item

additional ABB numbers can be stored

Store numbers

Modify ABB numbers

If you want to **modify ABB numbers** just enter them.
If it is already assigned, you can select how to proceed (Example:ABB, NBR. 7, Name TOSHIBA):

Error message appears if you try to store the same fax number again in the alphabet dial memory. This is to avoid storing equal numers.

Proceed like storing ABB numbers

```
ENTER ABB. NUMBER
ALREADY ASSIGNED
ABB. NBR =007
TOSHIBA
```

after 2 seconds

```
ABB. NBR =007
1. CANCEL
2. MODIFY
3. RETAIN
```

ABB number is already assigned

Select a menu item

```
ABB. NBR =007

TEL NUMBER=(MAX.128)
♦
```

Change
and / or

ENTER

Confirm with ENTER

```
ABB. NBR =007

2nd TEL NBR=(MAX128)
♦
```

Change
and / or

ENTER

Confirm with ENTER

```
ENTRY MODE:
ID NAME=

TOSHIBA
```

Change
and / or

ENTER

Confirm with ENTER

```
ABB. NBR =007

1.9600BPS    3. OFF
2. 4800BPS
```

Change
and / or

ENTER

Confirm with ENTER

```
ABB. NBR =007
PRESS ONE TOUCH KEY
TO ENTER OR
[↵ ]:TO SKIP
```

Change
and / or

ENTER

Confirm with ENTER

```
ENTER ABB. NUMBER
OR PRESS
[<]:TO CONTINUE
[↵]:TO COMPLETE
```

additional ABB numbers can be stored

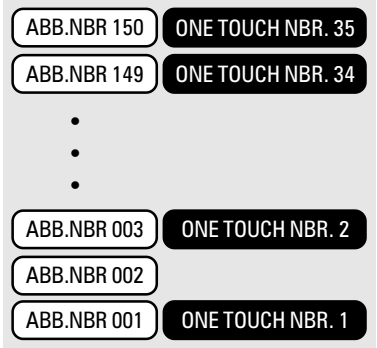
Store numbers

One-touch dial keys

The one-touch dialling facility is a very easy method of dialling your partner. You can store fax numbers on 35 keys. You need only press one key in order to dial your partner.
Zwei Möglichkeiten stehen Ihnen alternativ zur Verfügung:
Two options are available.

1. You can store one-touch dialling keys with reference to the alphabet dial memory. After storing a fax number, this number can additionally assigned to a one-touch dialling key. You can select any free one-touch dialling key.

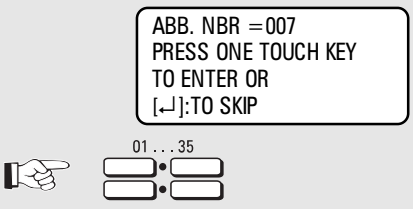
   ⚠ It is recommended to organize the alphabet dial memory before assigning numbers to one-touch dialling keys.

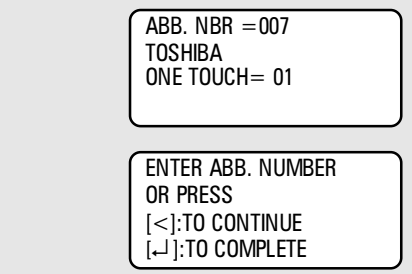


2. You can store one-touch dialling keys directly.

Entering one-touch dialling numbers (Assignment from ABB memory)

Proceed like storing ABB numbers
...until this display appears
Select one touch key





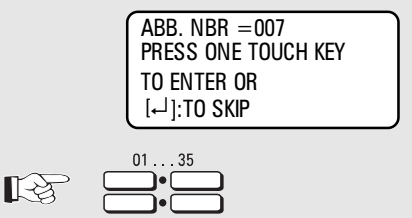
Assignment is displayed after 2 seconds

additional ABB numbers can be stored

Cancelling one touch dialling

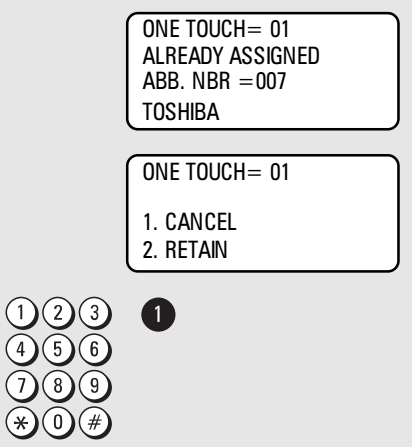
To cancel the assignment to a one touch dialling key do the following:

Proceed like storing ABB numbers



...until this display appears
Select one touch key

Enter one touch key to delete (Example: one touch 1)



Actual assignment is displayed

after 2 seconds

Select a menu item

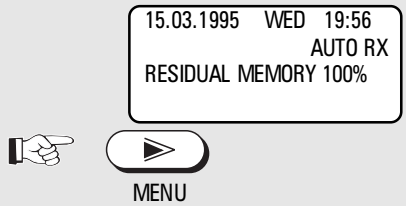
Assignment deleted

Select new one touch key

Store numbers

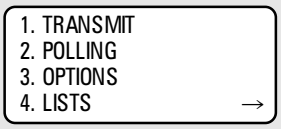
Entering one-touch dialling numbers (directly)

By using this procedure you get additional dial memory for 35 fax numbers.



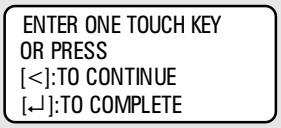
Standby mode

Start the menu

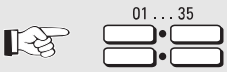


The first 4 menu items are displayed.

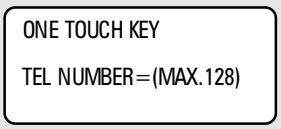
Select a menu item



Make your selection

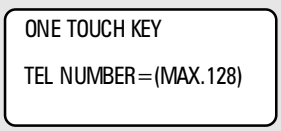


Press one-touch dialling key (Example: key 2)

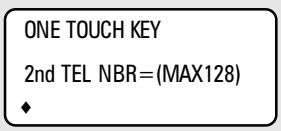


Fax number input

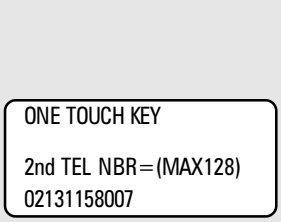
Please note that you must press the "*" button before the actual fax number if your fax machine is connected to PABX.
Use the "<<" key to make any corrections.



Confirm with ENTER



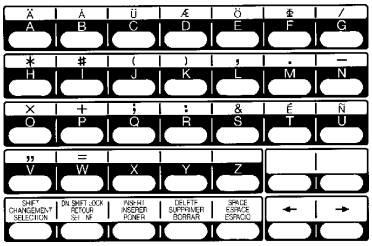
You are requested to enter the 2nd number.



2nd number input.

This number has to be different with the first number.

Store numbers



ENTER

If the name is not needed
skip with ENTER
-or-

```
ENTRY MODE abc-
ID NAME=

♦
```

Enter the name

01 . . . 35

Enter the name
Example: TOSHIBA
(see scheme, page 10)

```
ENTRY MODE abc-
ID NAME=

TOSHIBA
```

ENTER

Confirm with ENTER

```
ABB. NBR =007
QUALITY TX
1.9600BPS      3. OFF
2. 4800BPS
```

Select transmission speed

1 2 3
4 5 6
7 8 9
* 0 #

Select a menu item

ENTER

Confirm with ENTER

```
ENTER ONE TOUCH KEY
OR PRESS
[<]:TO CONTINUE
[↵]:TO COMPLETE
```

proceed with entering one-touch dialling numbers
-or-

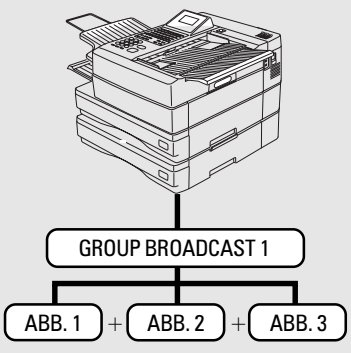
RESET

Press RESET, return to standby mode

Store numbers

Define groups

If you have a fixed number of partner to whom you frequently send broadcast transmissions, the stored broadcast facility is just what you need. There are 60 methods of creating groups of your choice. You can also assign 35 of these groups to special keys so that a broatcast transmission can be initiated at the push of a botton. If permanent group has to be defined, all memberss of a group must already be in alphabet dial directory.



15.03.1995 WED 19:56
AUTO RX
RESIDUAL MEMORY 100%

Standby mode

Start the menu

MENU

1. TRANSMIT
2. POLLING
3. OPTIONS
4. LISTS →

The first 4 menu items are displayed.

Select a menu item

1 2 3 4 5 6 7 8 9 * 0 #

5 2

ENTER GROUP NUMBER
OR PRESS
[<]:TO CONTINUE
[↵]:TO COMPLETE

Make your selection

1 2 3 4 5 6 7 8 9 * 0 #

1

Enter group number

ENTER

Confirm with ENTER

ENTRY MODE abc-
ID NAME=
♦

Make your selection

1 2 3 4 5 6 7 8 9 * 0 #

Enter group name
Example: TOSHIBA
(see page 10)

ENTER

Confirm with ENTER

GROUP NBR=01
ENTER ABB. NBR OR OT

[↵]:TO COMPLETE

Make your selection

1 2 3 4 5 6 7 8 9 * 0 #

Enter the one-touch dialling number

ENTER

Confirm with ENTER

Store numbers

GROUP NBR=01
PRESS ONE TOUCH KEY
ENTER ABB. NBR OR OT
[↵]:TO COMPLETE

Make your selection

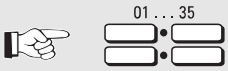
Additional ABB numbers
-or-

ENTER

Confirm with ENTER

GROUP NBR=01
PRESS ONE TOUCH KEY
TO ENTER OR
[↵]:TO SKIP

Make your selection

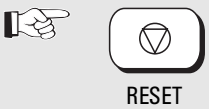


Press one-touch key

If one touch key is already assigned refer to page 50

ENTER GROUP NUMBER
OR PRESS
[<]:TO CONTINUE
[↵]:TO COMPLETE

additional groups
-or-


RESET

Press RESET, return to standby mode

Programming one-touch keys

You can transmit simply and conveniently using a program key. A one-touch key in which certain operations have been programmed is called a program key (see page 50).

A one touch key can only be used once!

See overview page 55.

Store numbers

1. Delayed transmission. If you want to use delayed transmission to save telephone costs, this function can do so. The stored time is automatically assigned to next transmission by pressing one touch key. You can use this function to collect jobs to the same party. They will be sent together automatically.

2. Reduce transmission speed: When sending documents overseas or in the event of an increased error ratio, you should reduce the transmission speed in order to avoid errors. The rules for fax transmission are the same as the rules for driving a car. Adapt your speed to the conditions!

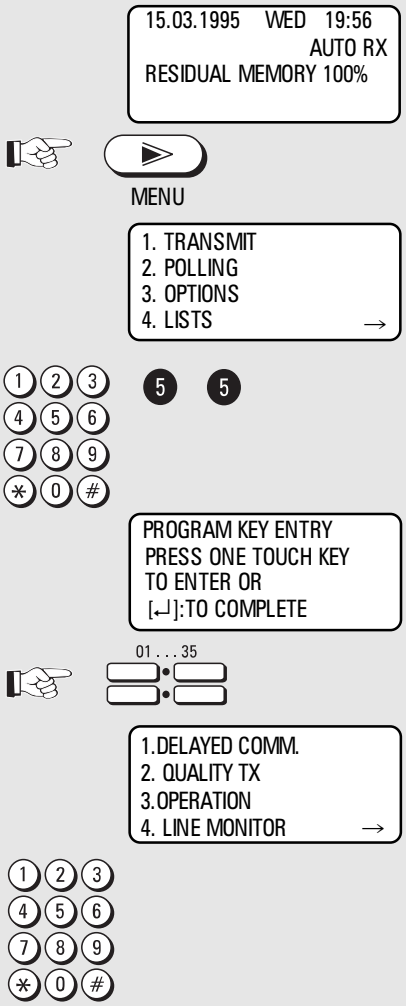
3. Programming. Transmission or polling action, which are made very often can be stored. Just programm them once, after that pressing one touch button is enough.

4. Monitoring. To monitor dialling use this function. Wrong telephone numbers can be detected. Especially, if other party's are busy, use this function.

5. Protected transmission. The transmission of documents is restricted. You are now able to transmit documents only to fax machines whose code has been strored as a fax number in your alphabet dial memory. You can thus transmit your documents only to certain partners.

6. Language. Multinational offices may require this function. A special language can be activated by pressing a one touch key.

7. TX stamp. Every document, which is read into the memory can be marked. In case of direct transmission, the document is marked after the other party sent OK.



Standby mode

Start the menu

The first 4 menu items are displayed.

Select a menu item

Make your selection

Enter the appropriate one-touch dialling program key

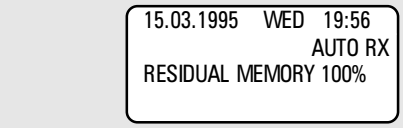
The first items are displayed.

Select a program function (menu number see description)

Report prints

Menu List

The printed menu list shows the control functions available in the menu system.

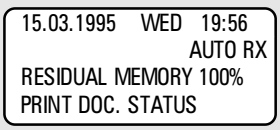


Standby mode

Start the menu

The first 4 menu items are displayed.

Select a menu item



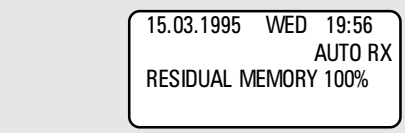
The report is printed.

Activate printing report

Not all reports are printed out automatically; they have to be requested specially. These lists can provide information concerning the current state of the fax machine. The following reports can be printed:

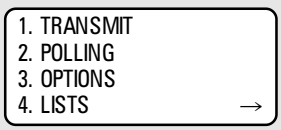
- TX report
- Multi address report
- Journal
- Last transmission
- Telephone number list
- Reservation list
- Mailboxliste (auf Anforderung)
- Department list
- Function list

You can printout list as follows:



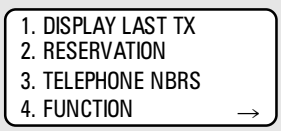
Standby mode

Start the menu



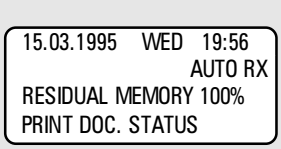
The first 4 menu items are displayed.

Select a menu item



Select a list (see information about any of the lists)

Select a menu item



The report is printed.

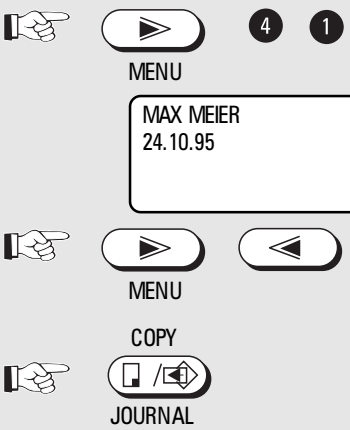
Report prints

Transmission report

This report can be printed after every transmission or in the event of a defective transmission. It provides information about the most important transmission data. Please refer to page 61 for switching ON/OFF.

```
TRANSMISSION REPORT

                    TIME       : 09.12.95   14:23
                    TEL NUMBER : +44-2131-158-905
                    NAME       : TOSHIBA MARKETING TF851

NBR. FILE NBR. DATE TIME DURATION PGS TO  DEPT-NBR. MODE STATUS

02  252       09.12 14:21 01/48 01 MAX MEIER     EC 310 NG D1
```

The last 40 transmission can be recalled.



Select the appropriate transmission.

Start printing.

Multi-adress transmission report

After the successful multi-adress transmission your fax will print a list of all fax partys.

Report prints

Transmission and reception journal

Your fax machine will record messages which you transmit or receive in the form of transmission and reception journals. These lists are printed out automatically after every 40 transmissions. You should file this list as a record of the document jobs; if your fax machine has to be serviced, this list can provide valuable assistance for to cure the problem.

```
TRANSMISSION JOURNAL

                  TIME       : 09.12.95   14:23
                  TEL NUMBER : +44-2131-158-905
                  NAME       : TOSHIBA MARKETING TF851


NBR. FILE NBR. DATE TIME DURATION PGS TO   DEPT-NBR. MODE STATUS
-------------------------------------------------------------------
071  183       04.12 17:40 00/36  01 MAX MEIER      EC 512 OK
072  231       05.12  08:59 00/32  01 ISDN              G3 311 OK
073  257       10.12  15:18 00/00  00 905                     50

RECEPTION JOURNAL

                  TIME       : 09.12.95   14:23
                  TEL NUMBER : +44-2131-158-905
                  NAME       : TOSHIBA MARKETING TF851


NBR. FILE NBR. DATE TIME DURATION PGS TO   DEPT-NBR. MODE STATUS
-------------------------------------------------------------------
104  179       04.12 16:06 00/40  01 +49213112791       EC 512 OK
105  187       05.12  06:17 00/41  00 00000             EC 502 OK
```

* If, due to the job-management, some of the jobs are transmitted together they have the same job-number.

To activate printout press the JOURNAL button.

Explanation:

NBR:
Lists the communications in the order they occurred

FILE NBR.:
Job-Nunber in the stack

DATE:
Date

TIME:
Time of transmission

DURATION:
Gives the length of each communication in minutes and seconds.

PGS:
Gives the number of pages per transmission or reception.

DEPT-NBR:
Assigning a department

TO/FROM;
Gives ID or telephone number of the receiver or sender

MODE:
Indicates the type of communication:

HS High Speed Transmission, only between TOSHIBA machines
G3 Communication in stranged groups operational mode.
EC Error correction mode
EX Error correction with TOSHIBA fax
P Documents were sent/received by polling
M Indicates a memory communication
I Infobox
F Faxbox

STATUS: (of communication)

OK means successful
NG stands for communication error

see: error codes page 73.

Report prints

The dial number lists

You can print lists of
- one touch key list
- ABB numbers list
- group numbers list

or **all lists**.

GROUP NUMBER INFORMATION
TIME : 09.12.95 14:23
TEL NUMBER : +44-2131-158-905
NAME : TOSHIBA MARKETING TF851

GROUP NUMBER.	NAME	OTT/ABB. NUMBER
0001	SUPERGRUPPE ABB.	001 002 003

ABBREVIATED TEL NUMBER LIST
TIME : 09.12.95 14:23
TEL NUMBER : +44-2131-158-905
NAME : TOSHIBA MARKETING TF851

ABB.NBR.	NAME	TEL NUMBER	QUALITY
001	TOSHIBA	*02131158900	
		◆*02131158007	
002	BAUER	*02111234567	48

ONE TOUCH NUMBER INFOMATION
TIME : 09.12.95 14:23
TEL NUMBER : +44-2131-158-905
NAME : TOSHIBA MARKETING TF851

OT NBR.	NAME/FUNCTION	ABB./GROUP/TEL NUMBER	S/R	TIME	MAIL	QUALITY
01	KURZNR	001	S/E			
08	GRUP.NR.	0001	S/E			
09	KAOS	02111234567	S/E			

Jobs in progress

This list indicates which jobs are still stored by the fax machine or which jobs still have to be processed. This information may be useful if you have stored any urgent jobs or if you wish to delete a particular job.

Department list

This list is useful for controlling costs per department. If a mastercode is stored and entered, a five-digit departement code will appear additionally.

DEPARTMENT CODE LIST
TIME : 09.12.95 14:23
TEL NUMBER : +44-2131-158-905
NAME : TOSHIBA MARKETING TF851

DEPT NBR.	NAME	DEPTCODE	TX PGS	RX PGS	COPY PGS
D 01	MASTER	12345	0	0	0
D 02	KERMIT	66666	0	0	0

Report prints

The function list

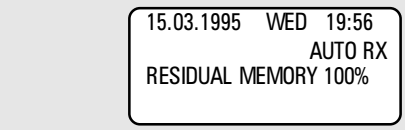
This list provides information concerning all settings of the fax machine. They correspond with the settings which you have made. Keep this list for any service work which may be necessary.

```
FUNCTION LIST

                  TIME       : 09.12.95  16:40
                  TEL NUMBER : +44-2131-158-905
                  NAME       : TOSHIBA MARKETING TF851


AUTO RECEIVE MODE    : FAX      JOURNAL
RING DELAY           : 1          MANUAL              : TX & RX
EXCHANGE TYPE        : PABX       AUTO                : OFF
VOLUME               : 4          ERROR CODE          : ON
POWER SAVER          : ON       RECEPTION LIST
START TIME           : 0:00       RELAY STATION       : OFF
END TIME             : 0:00       LOCAL MAILBOX       : OFF
                                  REMOTE MAILBOX      : OFF
                                COMMUNICATION REPORT
                                  DOCUMENT TX         : ON ERROR
PRINT INSTALLATION                MEMORY TX           : ALWAYS
  RX REDUCTION       : ON         MULTI TX            : ALWAYS
  DISCARD            : ON         MULTI POLL          : ALWAYS
  SAME SIZE          : OFF        RELAY ORG.          : ALWAYS
                                  RELAY STATION       : ALWAYS
HOME POSITION                     RELAY END           : ALWAYS
  RESOLUTION         : STD
  CONTRAST           : NORMAL   TOTAL PAGES
  PROHIBIT MEMORY    : OFF        SCAN                : 51
  GESCHÜTZT SENDEN   : OFF        PRINT               : 91

PRIVILEGED RX        : OFF
ECM                  : ON
SET MEMORY RX        : ON

TTI                  : INSIDE
RTI                  : OFF
MEMORY FUNCTION
  COLLATED PRINTING  : OFF
  REMOTE MULTI COPY  : OFF
  RECOVERY           : OFF
RX MULTI             : 3

MEMORY OPTION        : 0N
```

Report prints

Individual report setting

Your machine is able to make different printouts. Some of them may be required. Take your time and see if all of them are needed.

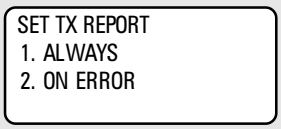


Standby mode

Start the menu

The first 4 menu items are displayed.

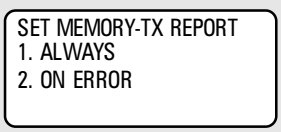
Select a menu item



Printout of the transmission report for direct transmission (see page 24)
1. after every transmission
2. only after transmission error

Select a menu item

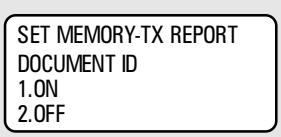
Confirm with ENTER



Printout of the transmission report for transmission from the job memory.

Select a menu item

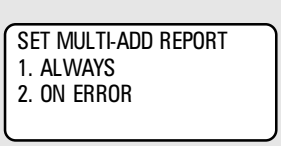
Confirm with ENTER



The first page of the transmission will be printed additionally.
1. print out first page
2. do not print out first page

Select a menu item

Confirm with ENTER



Printout of the multi-address transmission report

Report prints

Select a menu item

Confirm with ENTER

SET MULTI-ADD REPORT
DOCUMENT ID
1.ON
2.OFF

The first page of the transmission will be printed additionally.
1. print out first page
2. do not print out first page

Select a menu item

Confirm with ENTER

SET MULTIPOLL REPORT
1. ALWAYS
2. ON ERROR
3. OFF

Printout of the multi-polling report

Select a menu item

Confirm with ENTER

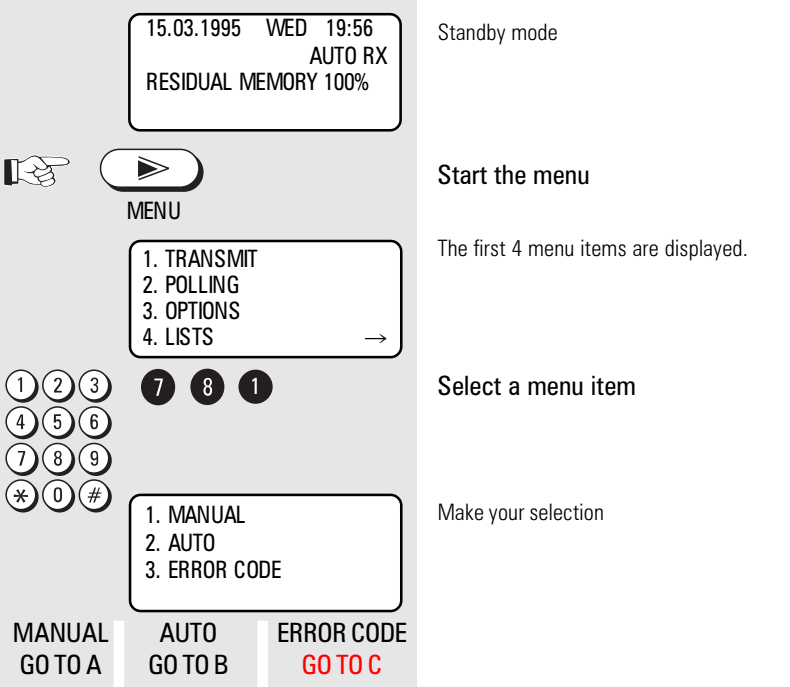
Press RESET, return to standby mode

Report prints

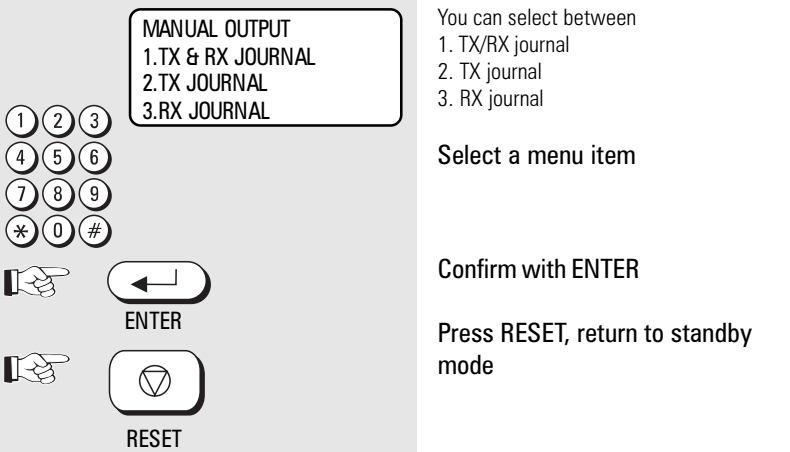
Journal Settings

Your fax machine documents all fax messages which you send or receive in the form of sending and receiving journals. This list is automatically printed out whenever 40 documents have been sent or received.
You are able to disable this automatic printout facility so that it can only be activated at your request.
Following selections can be made:

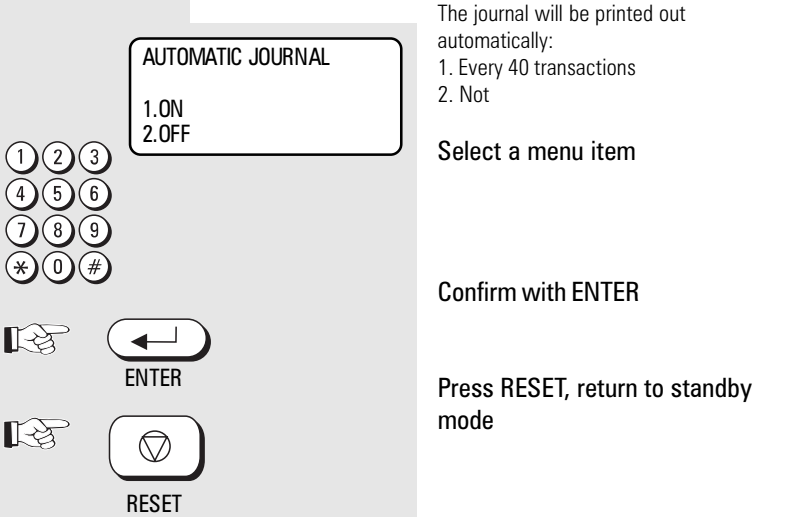
1. Printout after pressing journal button
   - TX journal only
   - RX journal only
   - TX/RX journal
2. Automatic printout after 40 transmissions
   - ON
   - OFF
3. Error code is printed
   - ON
   - OFF



A MANUAL

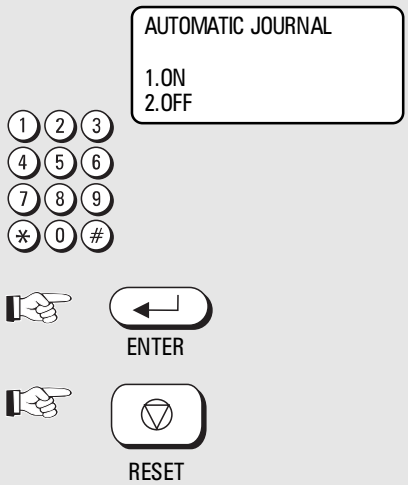


B AUTO



Advanced settings

C ERROR CODE



Printing of error codes (journal):
1. print error codes
2. do not print error codes

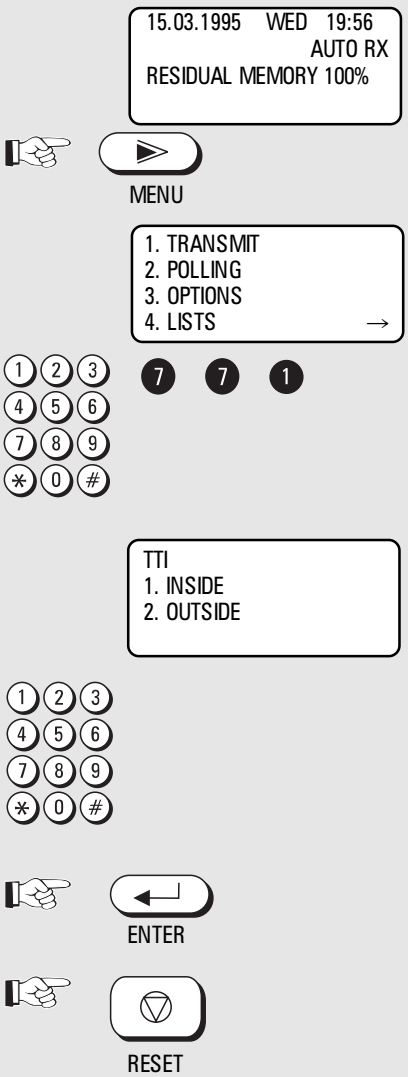
Select a menu item

Confirm with ENTER

Press RESET, return to standby mode

Set transmission header position

The transmission header contains the code, the name, time of transmission and the current page number. Normally it appears in the top 5 mm of the incoming copy. If this area contains important information this information is overwritten by the transmission header. In order to prevent this from happening, you are able to displace the transmission header. Accordingly, the transmission header is first printed before the copy is printed. The effect is that the length of the incoming copy is extended by approx. 5 mm.



Standby mode

Start the menu

The first 4 menu items are displayed.

Select a menu item

Make your selection

Select a menu item

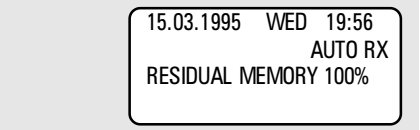
Confirm with ENTER

Press RESET, return to standby mode

Advanced settings

Reception header

You can set your fax to print out a reception header. It will appear below the transmission header and contains all relevant reception data.



Standby mode

Start the menu

The first 4 menu items are displayed.

Select a menu item

Make your selection

Select a menu item

Confirm with ENTER

Press RESET, return to standby mode

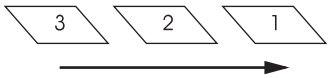
Advanced settings

Collated print

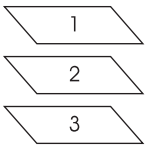
Function which stores all contents of one communication on memory during reception and prints sequentially from the last page. (Function which sorts sequence of output (printing) of the received documents). Please note that the reordering of pages is done in the memory. If the memory is full or too small this function is cancelled and the printout will be normal, beginning with the first page.

If you find that the memory is frequently too small, ask your dealer for a memory expansion!

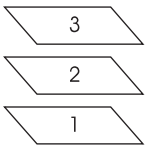
Reception:

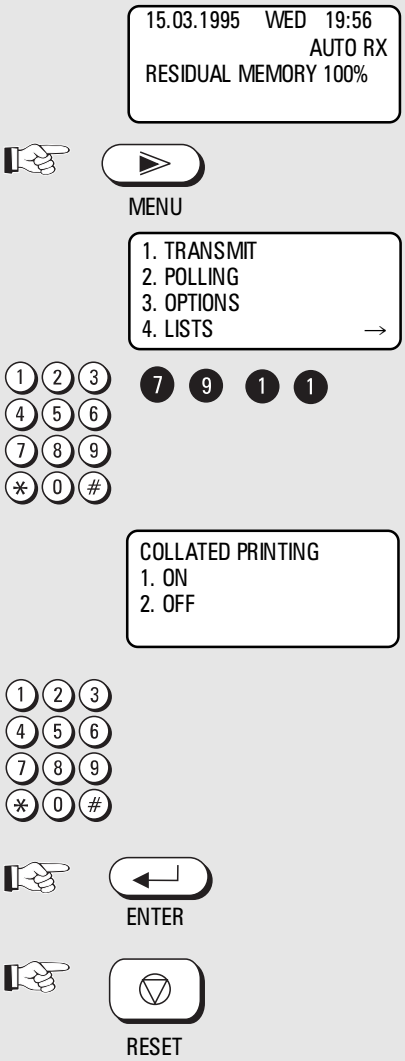


Printout first page on top:



Printout first page at bottom:





Standby mode

Start the menu

The first 4 menu items are displayed.

Select a menu item

Make your selection

Select a menu item

Confirm with ENTER

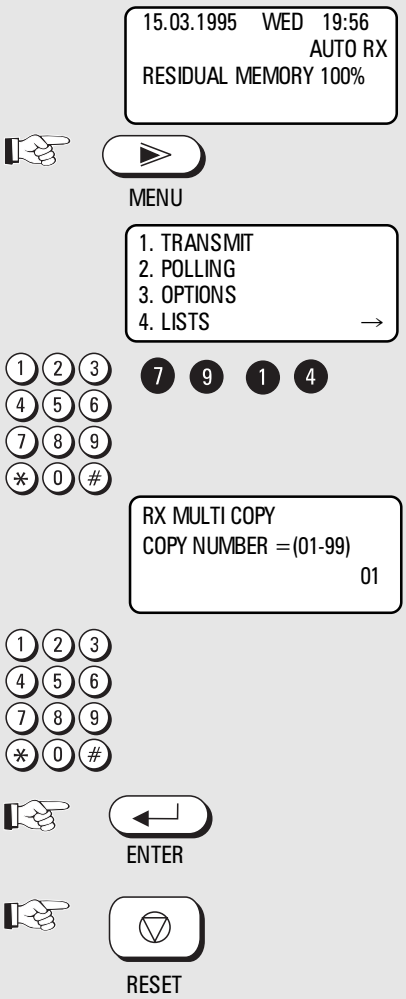
Press RESET, return to standby mode

Advanced settings

Multi copy

If you need additional copies of received documents, the machine can do so.
A sorted printout will be made directly from the memory.

If you find that the memory is frequently too small, ask your dealer for a memory expansion!



Activates multi copy
Standby mode

Start the menu

The first 4 menu items are displayed.

Select a menu item

Make your selection

Enter the number of printouts

Confirm with ENTER

Press RESET, return to standby mode

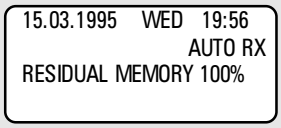
Advanced settings

Retain jobs

If the other party is busy or does not answer, then redialling takes place. After the 5th redialling, the job will be automatically deleted from the stack and a transmission report (see page 59) will be printed out. To prevent the deletion of such a job use this procedure. Each job will then be available for a certain time (1-24hours). If this job can not be successful send during this period it will be deleted automatically from the memory.
Every time you retain a job in memory your fax prints out a transmission report (see page 59) to inform you how long this job will be retain in memory. To send retained jobs see page 42.

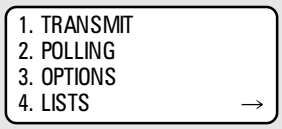
If too many documents are retained in memory, the fax memory will become full since every retained job requires memory.

If you find that the memory is frequently too small, ask your dealer for a memory expansion!

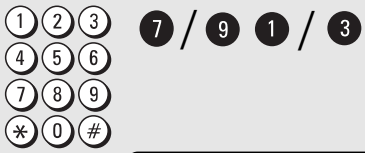


Standby mode

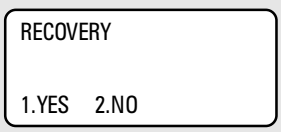
Start the menu.



The first 4 menu items are displayed.



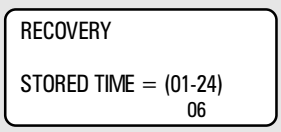
Select a menu item



Make your selection

Select a menu item

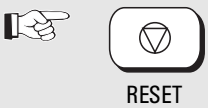
Confirm with ENTER



The preset retaining time is displayed

Input retaining time
-and/or-

Confirm with ENTER



Press RESET, to return to standby mode

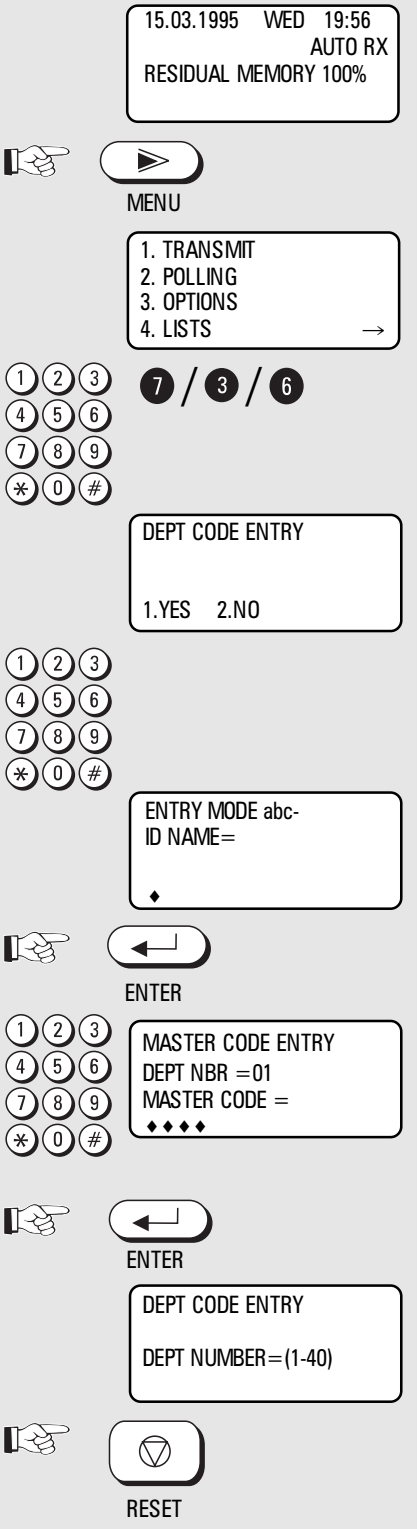
Advanced settings

Department code

This is a security and accounting function that restricts use. A 5 digit code permits usage. You can also monitor usage by department (up to 40). Department code usage generates different journals.

Code No. 01 is the master code. This is the key to assign different departments. Only authorized people should know. Every department will have their own unlock code.

After 2 minutes without entry the machine is locked again.



Store department code
Standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

Make your selection
1: Enter Department code
2: Delete Department code

Select a menu item

Enter the Department name (see page 10)

Confirm with ENTER

Enter Department code 1 (first time=Master code)

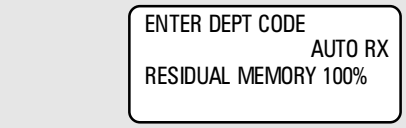
Confirm with ENTER

Make your selection
-or-

Press RESET, to return to standby mode

Advanced settings

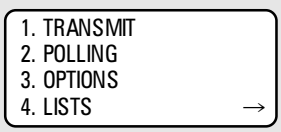
Modify or delete a department



Enter master code

Confirm with ENTER

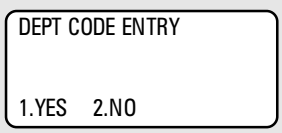
Start the menu.



The first 4 menu items are displayed.

Select a menu item

7 / 3 / 6

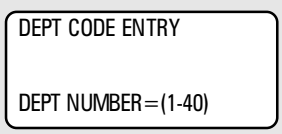


Make your selection

Only available after master code input

Select a menu item

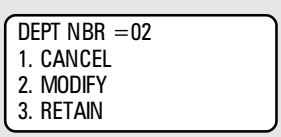
1



Make your selection

Enter Department code to change/ delete

Confirm with ENTER



Make your selection

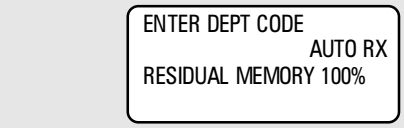
Department 1 cannot be deleted since it is assigned to the master code

Select a menu item

Follow the MENU

Advanced settings

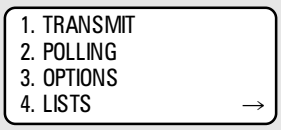
Cancel department code



Enter master code

Confirm with ENTER

Start the menu.

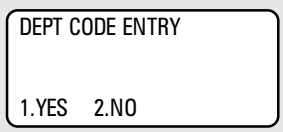


The first 4 menu items are displayed.

Select a menu item

Make your selection

Only available after master code input



Select a menu item

The master code function is cancelled

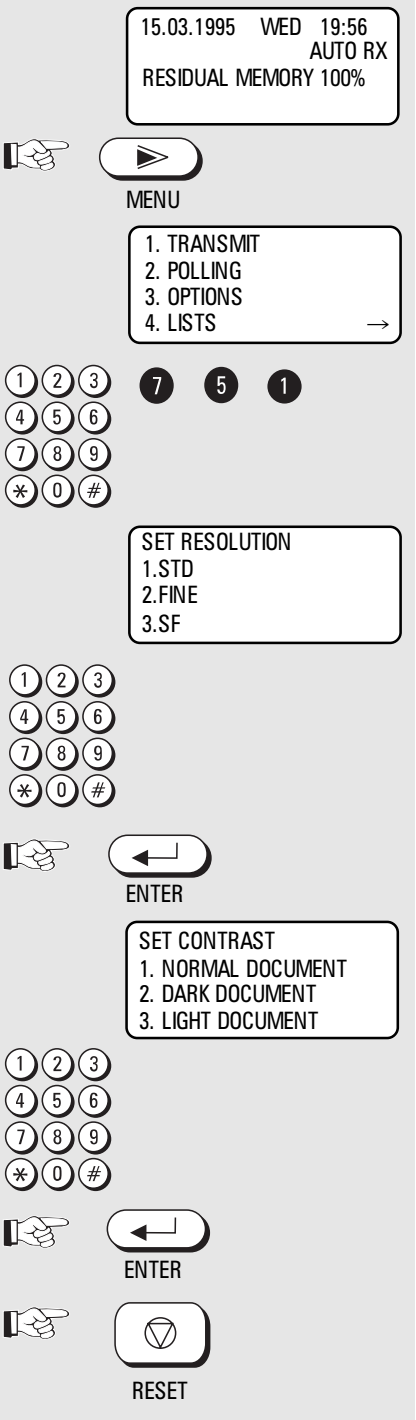
All departments are still retained and can be activated by entering a new master code

Advanced settings

Home position

You can adjust the home position of several functions to your personal belongings. Such are:

1. Resolution and contrast
2. Memory TX and direct transmission
3. Monitoring



Standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

Make your selection

Select a menu item

Confirm with ENTER

Make your selection

Select a menu item

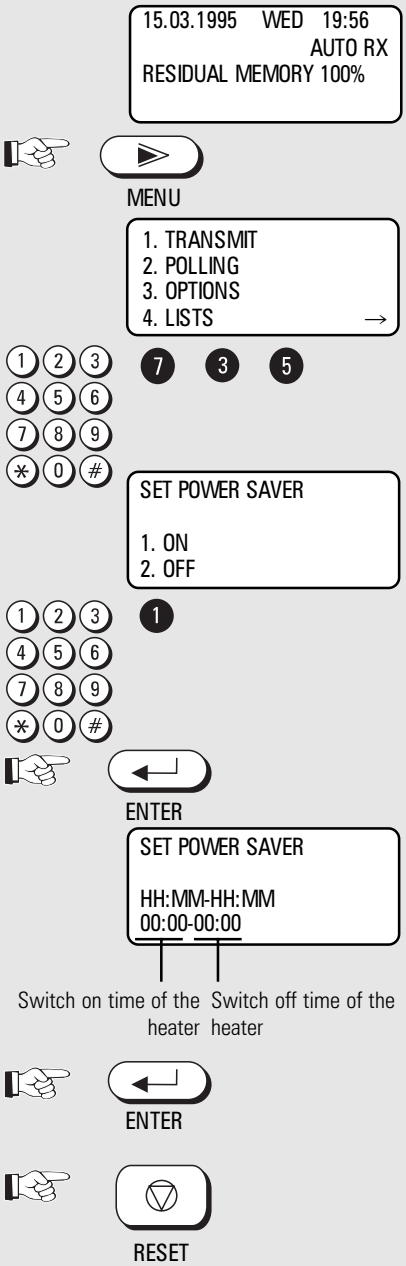
Confirm with ENTER

Press RESET, to return to standby mode

Advanced settings

Power saver

The engine of your fax machine uses a heating device to print on demand. You can switch off the heater and the fan will save energy. If reception takes place the heater and the fan will be activated automatically. This causes a delay of about 1 min.



Standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

Make your selection

Select a menu item

Confirm with ENTER

Make your selection

Time interval
Input of 00:00 - 00:00 will permanently enable (24 h) the power saver

Confirm with ENTER

Press RESET, to return to standby mode

Memory expansion

Your fax machine is equipped with a sending/receiving memory. If you use functions like multi copy, collated print, super fine, the fax memory is hardly used. If you find that tee memory is frequently too small, ask your dealer for a memory expansion.

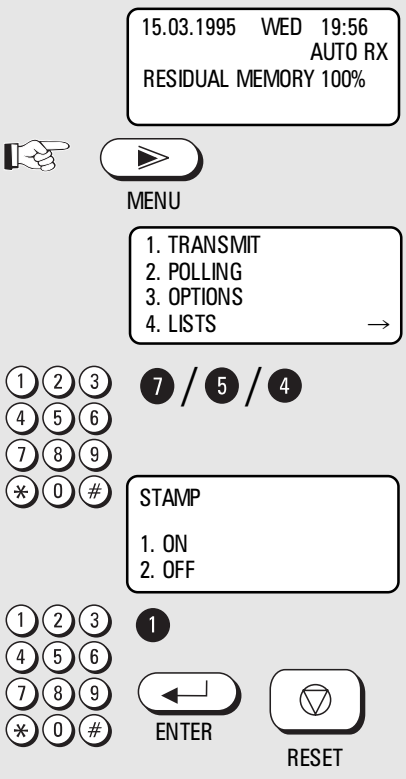
Advanced settings

Optional stamp function

The stamp function marks documents which have been sent successfully, if the document is been sent using direct sending. (See page 24)

There are 2 options:
1. The stamp is always enabled and can be switched off temporary
2. The stamps is switched off and can be switched on temporary

Ask your dealer for a stamp.



Standby mode

Start the menu.

The first 4 menu items are displayed.

Select a menu item

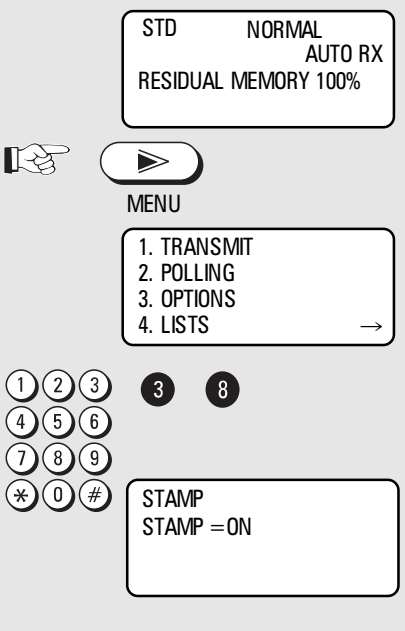
Make your selection

Select a menu item

Confirm with ENTER

Press RESET, to return to standby mode

To switch off/on use the following procedure:



Load original:
Remember:
Printed side face down

Document ready

Start the menu.

The first 4 menu items are displayed.

Select a menu item

After your selection the stamp function will be switched on or off depending on the default setting.

Enter fax number...

Optional paper cassette

If you need an additional paper source ask your dealer for an optional paper cassette.

Possible problems

Error messages in the display

Your fax machine reports an operating error or fails to perform the required function. Before you make an unnecessary call on your service technician, take your time and see if you can help yourself. This checklist will help you recognise and eliminate errors.

Press RESET to delete error messages.

Display	Cause	How to correct
DOCUMENT JAM	Documents have jammed in the document feeder.	Remove the paper and press RESET.
PAPER EMPTY	The recording paper cassette is empty	Load new recording paper in the cassette (see Page 5).
PAPER JAM	The recording paper has jammed.	Remove the jammed paper (see page 80).
COVER OPEN	The cover is open.	Close the cover. Have you inserted the process unit correctly?
CONFORM PROCESS UNIT	The process unit is not installed.	Install the process unit correctly. Pull the lock forward.
DRUM LIFE WARNING	The process unit is running out.	Order a new process unit from your TOSHIBA dealer.
REPLACE DRUM	The process unit is empty	Replace the process unit.
TONER LOW	The toner is runnnig out	Order a new toner cartridge. Install a new toner cartridge. About 100 sheets can be printed after this is displayed (see page 6).
TONER EMPTY	There is not enough toner for printing	Install a new cartridge (see page 6).
MEMORY OVERFLOW	The memory is full	Contact your dealer, as a memory expansion is available. Use the document tray to transmit documents.
PUT IN DOCUMENT	No document present	The action requires a document.
MEMORY FAILURE	The fax machine has malfunctioned	Contact the TOSHIBA dealer.
COMMUNICATION ERROR	Transmission error.	Try to solve the problem according to the next pages.
NOT POSSIBLE	A function was selected, wich is not possible at the moment.	Refer to manual.
LINE BUSY	Other party was busy	Check number. Did you use * in PABX?
MEMORY REC. LOST	After memory reception machine was switched off	Ask other party to send again
PAGE# MISMATCH	Page counter and actual documents are different	Press RESET and check qty.
MEMORY RECEPTION	Documents had been received into the memory	Add Paper.
POLLING ERROR	The security code was wrong	Check code.

Possible problems

Display	Cause	How to correct
FEATURE UNAVAILABLE	Remote party did not have this feature	Reconfirm the feature
POWER FAILURE	A power failure has occurred	Press RESET. Stored documents were erased.
MEMORY ERASED	Stored numbers had been broken	Press RESET. Ask your TOSHIBA dealer.
PRINTER DISORDER	Printer section is out of order	Call your TOSHIBA dealer and tell him the code shown in the display

Error codes in journal

The display message transmission error is explained by the indicated error code.
The same code is shown also in the journal and transmission report.

Code Number	Cause	How to correct
10	Paper empty	Remove the document, see also page 5. .
11	Paper jam	Remove the jammed paper see also page 80.
12	Document jam	Remove the document, see also page 79.
13	Cover open	Close all parts.
20	Power failure	A power failure has occured.
30	RESET button was pressed	Send again without pressing RESET.
31	No answer for call request	Answer the call request.
32	Memory reception	Documents had been received into the memory see also page 47.
33	Polling error	The security code is wrong.
42	Memory overflow	There is no free memory available. Contact your dealer as memory expansion unit is available.
50	Line busy	Other party was busy, see page 77.
53	Feature unavailable	Remote party did not have this feature, see page 36.
80 - 86	Communication error	Attempt to clarify the problem using the next pages.
87	Not possible	A function was selected, which is not possible at the moment.

Possible problems

Transmission problems

Your fax machine reports an operating error or fails to perform the required function. Before you make an unnecessary call on your service technician, take your time and see if you can help yourself. This checklist will help you recognise and eliminate errors.

Problem	Possible causes ...	... and solutions
Your document is not automatically pulled into the feeder.	Your machine displays an error.	If the display gives an error message, clear the fault and delete the display with RESET.
	The display is blank.	Check there is power on the machine. The machine must be switched on (see page 4).
	Document size or thickness of paper are not acceptable.	Use acceptable documents only (see page 22).
	The operator control panel is not firmly locked.	Close the cover. It should be firmly locked in place on both sides.
The text "transmission" is not displayed when you press the START key.	You replaced the receiver before pressing START.	Try again. Replace the receiver only when you have pressed START.
The document is damaged during sending or copying.	Document format or paper thickness not as specified.	Use acceptable documents only (see page 22).
	The document guides are not properly adjusted to the paper size.	Adjust the document guides accordingly.
Your fax machine performed transmission correctly but the message was not received by the receiver.	The other machine is out of paper.	Ask the receiver to put paper in his machine.
The receiver received a blank sheet instead of the document sent.	You loaded your document in the machine with the image face-up.	Send your document again: the image must be face-down on your document feeder.
The receiver reports: The document transmitted is difficult to read.	Your machine's document reader is dirty or damaged.	Make a copy of your document on your fax machine (see page 20). If your copy is also difficult to read, clean the document reader.
	RESOLUTION and CONTRAST are not set correctly.	Make a copy on your fax machine (see page 20) and adjust the settings to your document. You can also improve document quality: By making the print on the photocopy darker, enlarging or reducing. (see page 29/30). Then send again.
	The telephone connection is poor.	Redial. You may get a better conncection.
Abbreviated or one-touch dialling do not work.	Abbreviated or one-touch dialling number is not correctly stored.	Check and correct stored numbers (see page 43).
No dial tone is heard when handset is off-hook.	The telephone is not correctly connected.	Check that your telephone is connected correctly to the socket (see page 4).
	The fax machine is not correctly connected.	Plug the connecting cable of your fax machine into the socket (see page 4).
Your call does not arrive although you have dialled the correct number.	Your fax machine has been set to the wrong dialling mode.	Switch to the correct dialling procedure: DTMF or pulse-dialling (see page 12).
	If you are connected to a PABX: You have set the wrong line type.	Set the line types to EXTENSION (see page 13).
	Your fax machine is not connected to the PSTN.	Plug the connecting cable of your fax machine into the socket (see page 4).

Possible problems

Receiving problems

Your fax machine reports an operating error or fails to perform the required function. Before you make an unnecessary call on your service technician, take your time and see if you can help yourself. This checklist will help you recognise and eliminate errors.

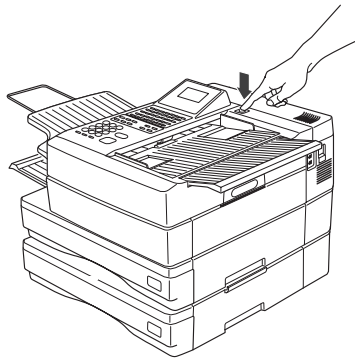
Problem	Possible causes ...	... and solutions
You press START to receive an document. But you receive nothing.	Your have an error displayed.	If the display shows an error message, eliminate the fault and delete the display with RESET.
	The fax machine is not correctly connected.	Check the wiring. See page 4.
	The display is blank.	Check there is power to the machine. The machine must be switched on (see page 4).
	There is still a document in the feeder.	Press RESET and remove the document.
	Your fax machine is set in manual receiving mode and you replaced the handset before pressing START.	When receiving the next fax, be sure to replace the handset only after you have pressed START.
	The operator control panel is not closed.	Close the cover. Both sides of the cover must be firmly locked in place.
Your recording paper is not fed out.	The recording paper in your machine is jammed.	Remove the jammed paper (see page 80).
The dcoument received is difficult to read.	Document quality is poor.	Ask the sender to reset the resolution and contrast or improve the quality of the document e.g. by making the print on the photocopy darker, enlarging or reducing. Then have it send again.
	The telephone connection is poor.	Ask the sender to transmit the document again (see page 5).
You receive a completely blank document.	The sender made a mistake when loading the document.	Check whether the sender loaded in the correct manner.
The document received is partially printed.	The operator control panel of your fax machine is not closed properly on both sides.	Close the cover. Both sides of the cover must be firmly locked in place.
You can send fax messages without any problem, although you cannot receive any.	Receiving protection is activated.	Switch off receiving protection (see page 17).

Possible problems

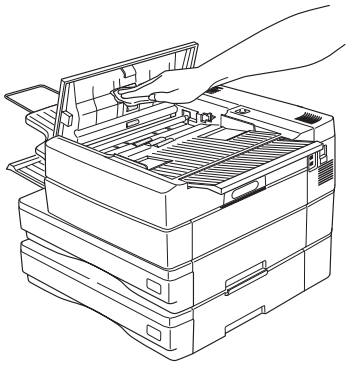
Cleaning document scanner

Never use abrasive materials to clean your fax machine - they could cause damage. If documents transmitted are difficult to read, the document scanner must be cleaned. You can easily tell when: Make a test copy of the document on your fax machine and compare the copy with the original.

Before you open
the operator control panel as shown ...
... print out any data which may be stored.



Then switch off your fax machine.

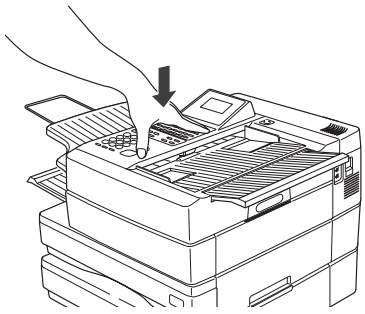


Using a soft cloth,
wipe the movable white roller and the glass panel underneath.

If these parts are very dirty, you can also use a slightly moist cloth and then wipe off with a dry cloth.

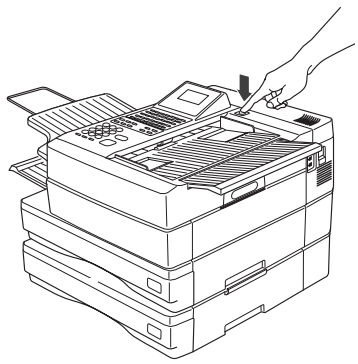
Before closing
the operator control panel, return the white roller to its former position.

Switch your fax machine on again.

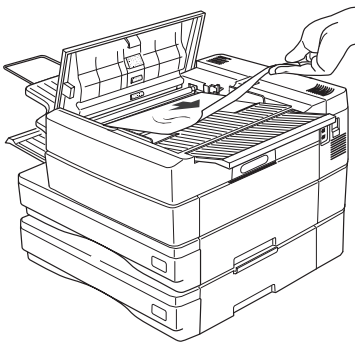


Document jam

How to clear a document jam
Press the rlease button
to open the control panel cover.



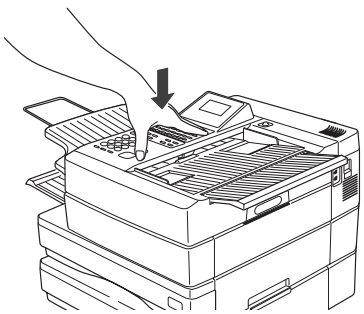
Keep the power ON.



The jammed document
can be carefully removed.

Do not try to send the jammed document again. Use a carrier sheet or make a photocoopy and transmitt this instead.

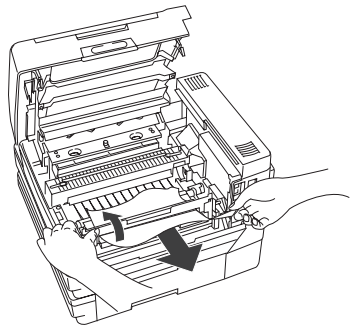
Close the control panel
Take care that the cover locks firmly into place. Now by pressing RESET delete the error message.

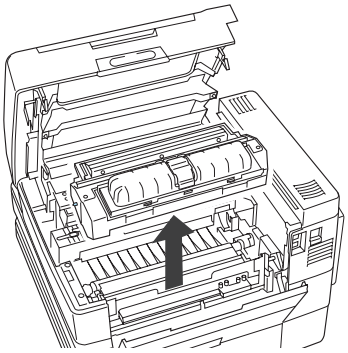


Possible problems

How to clear a recording paper jam

After opening
the upper cover and side cover of the housing, you will see the possible locations where the paper may be jammed: Remove the paper from here without applying force...

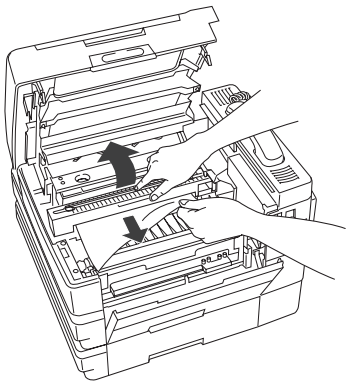


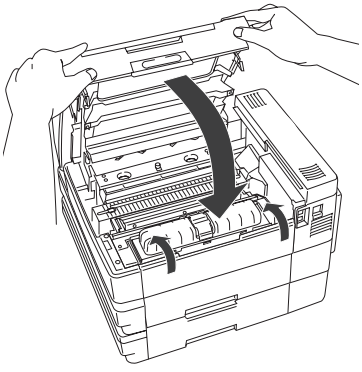


... or from underneath the process unit.

⚠ Do not touch any parts inside the machine other than those described here. The heater cover may be very hot - even when the machine is switched off. When paper is jammed, never open the recording paper cassette.

If necessary, pull up the fixer unit and carefully pull out the jammed paper.

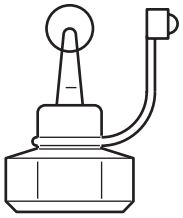


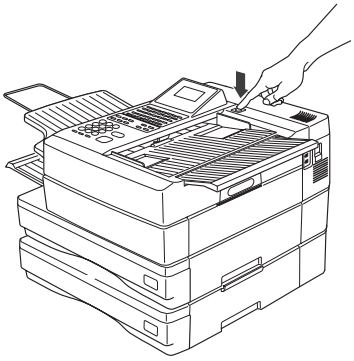


After you have replaced the process unit, close the covers by pressing down lightly until they lock into place. Now delete the error message by pressing RESET.

Filling the stamp ink

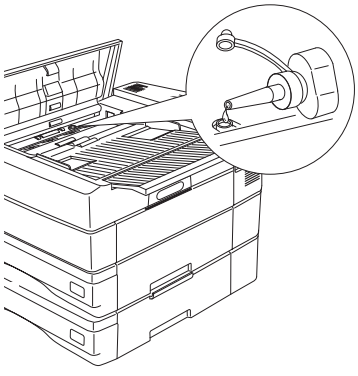
When the density of the stamp mark lowers, fill the ink.

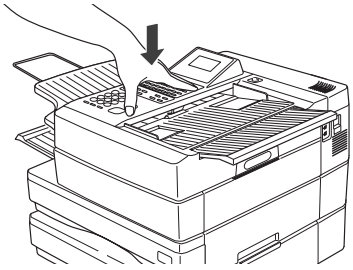




Open panel by pressing release button

Apply one or two drops of the stamp ink.



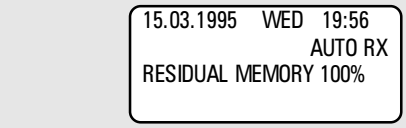


Close the operator panel.

Possible problems

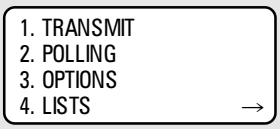
Remote maintenance (COMLINE)

Your fax machine permits remote diagnosis. This means that the internal settings can be read and changed via a telephone line. In order to ensure that data protection is assured, COMLINE is possible only after you enable your machine for this facility.



Standby mode

Start the menu.



The first 4 menu items are displayed.

Select a menu item

9 1

The first 4 menu items are displayed.

3

Make your selection

Select a menu item

1 / 2

Confirm with ENTER

Connection to PABX

If the TF 851 is connected to a PABX, the functions have to be modified. The standard setting for this case is described starting on page 11. If any problems or malfunctions occur, please consider the following items; you may have to discuss these items with the operator of the PABX:

- Does the PABX have public line capability?
- Does the PABX have DDI capability?
- Have you entered the „*“ key before the actual fax number?
- How is the public line obtained (earth key, flash, number)?
- What dialling method is used (pulse-dialling, DTMF dialling)?

UK Connection information

This TOSHIBA Facsimile Transceiver is intended for connection to public telecommunication services as follows:

By using the cable described as TEL LINE CABLE in the packaging list of the instruction manual. This cable plugs into the socket on the left hand side of the TF 851 which is marked LINE and the other end into the standard PSTN analogue socket found in the UK.

This terminal equipment complies with the following requirements:
Group 3 fax modem
Automatic call initiation
Storage of telephone numbers for retrieval by a predetermined code
Automatic dialling
Automatic repeat attempts
Call progress monitor
Series connection facility
LD or MF dialling
Operation with or without dial tone being present.

Any other usage will invalidate the approval of the apparatus if as a result, it then ceases to conform to the standards against which approval was granted.

We declare, that TOSHIBA is using CE mark in compliance with EN 50 082-1, EN 55 022/B and EN 60 950

Index

ABB number, ... 40
ABB number list, ... 59
Acess digit, ... 12

Bell times, ... 15
Broadcasting, ... 32, 32

Cancel reception, ... 21
Cancel transmission, ... 45
Chain dial, ... 34
Changing drum, ... 6
Code,Toshiba Code, ... 40
Collated print, ... 66
Communication failure, ... 76
Connecting fax, ... 4
Contrast, ... 30
Copy, ... 20

Date, ... 14
Delayed transmission, ... 31
Delete ABB numbers, ... 48
Dialling, ... 22
Dialling method, ... 12
Direct transmission, ... 24
Double printing, ... 67
Document jam, ... 79
Drum warning, ... 6

Earth key, ... 13ff
Error codes, ... 58, 76
Error messages, ... 75ff
Extension, ... 23, 24

Fax transportation, ... 6
Flash, ... 14
Function list, ... 60

Greyscales, ... 29
Groups, ... 30

Heater cleaner, ... 6

Individual group, ... 33
Individual programming, ... 54
Infobox, ... 40
Inserting receiving paper, ... 5
Installation, ... 9ff
Ink refill, ... 80
Job cancel, ... 43
Job handling, ... 24
Journal, ... 58, 63, 76

Language, ... 9
Line access, ... 13
Line problems, ... 75
Local copy, ... 20

Machine overview, ... 1-3
Main station, ... 13
Memory extension, ... 23, 24
Memory reception, ... 20
Monitoring, ... 29

One touch key, ... 48, 50
Operation panel, ... 1-3
Optional memory, ... 29
Optional stamp, ... 42, 80
Overseas communication, ... 47
Overview, ... 1-3

Paper handling, ... 5
Paper jam, ... 5, 81
Parameter list, ... 60
Password, ... 40
PBAX, ... 13, 81
Polling, ... 35
Polling reservation, ... 40
Power save, ... 74
Problems, ... 75
Prohibit memory TX, ... 43
PSTN, ... 12
Pulse dial, ... 12

Receiving documents, ... 18ff
Receiving reduction, ... 18, 19
Reception problems, ... 78
Redial, ... 30
Reduction speed, ... 42
Refil toner, ... 6
Remote diagnostic, ... 75
Resolution, ... 20

Supsitute reception, ... 20
Security RX, ... 42
Security TX, ... 42
Sending documents, ... 23
Stack handling, ... 43
Station name, ... 11
Storing ABB numbers, ... 40
Storing groups, ... 53
Storing name, ... 10
Storing numbers, ... 46

Temporary group, ... 32
Terminal identification, ... 11
Time, ... 14
Tone dial, ... 12
Toner low, ... 6
Transmission without memory, ... 24
Transportation, ... 6
Troubleshooting, ... 75ff
TTI, ... 64
TX problems, ... 77
TX report, ... 57, 61

Unpacking, ... 4

Wall socket, ... 4